



C H A N G E I N S E R V I C E S A G R E E M E N T

Date Initiated: January 3, 2025 **CSA No.:** 03
Client: BCRTA **Contact:** Matt Dutkevicz, Exec. Dir.
Project: BCRTA Hamilton Garage Parking Lot Expansion – Hamilton, OH
Project No. 13551.01 **Date of Original Agreement:** October 18, 2022
Project Manager: Ken Emling, AIA

Description of Change in Services:

The Owner has requested that the Bowen Team submit a final Change in Service Agreement to complete the Construction Document (CD) Phase and to include the fees required to assist in the Bidding and Construction of the Project through completion. (see attached documentation).

Fee:

Bayer Becker	\$20,977.33	Civil Engineering and Landscape Architecture
Motz Engineering	\$25,000.00	Electrical & Technology Engineering
Struct. Engineering	\$10,000.00	Allowance for Canopy & Footer Design (<i>Consultant TBD</i>)
Bowen	\$29,941.00	Project management & support
Total:	\$ 85,918.33	

Change In Time Required as a result of this "Change in Services Agreement": N/A (will be worked into the design schedule that will be submitted for review and approval).

Reason and/or justification for change in services:

This requested work was not a part of the original scope of services for the project.

Approved by:

Architect:

Date: **1.3.2025**

Allan L. Renzi, AIA , President

Client:

Date:

Signature

Print Name and Title

Please note that services cannot be performed until an executed copy of this document is received by the Architect. Client's signature is an authorization for the Architect to proceed with Additional Services in accordance with the terms and conditions of the Agreement between the Owner and the Architect for the Project.

cc: Project Manager
Accounting

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PROFESSIONAL SERVICES PROJECT AGREEMENT - AMENDMENT

DATE – December 31, 2024

This project agreement amendment between Bayer & Becker, Inc. (BB) and the PROJECT CLIENT identified herein provides for the professional services described herein of this project agreement.

PROJECT CLIENT:	Richard L. Bowen + Associates, Inc.
BILLING CONTACT REPRESENTATIVE:	Ken Emling, AIA, NCARB Principal
BILLING CONTACT REPRESENTATIVE'S Email:	kemling@RLBA.com
PROJECT TITLE:	BCRTA – Parking Lot Expansion 3045 Moser Court Butler County, Ohio
PROJECT NUMBER:	22-0117
AMENDMENT NUMBER:	1
REVISES ORIGINAL AGREEMENT DATED:	May 26, 2022

DESCRIPTION OF AMENDMENT:

This amendment revises the original professional services agreement as follows:

Meetings and Conference Calls (additional allowance)

In addition to the allowance provided under the original agreement, an allowance has been provided to account for meetings and conference calls. All meetings and conference calls shall be billed at our normal hourly rates including preparation and travel time towards this allowance.

As-Builts (stormwater basin)

BB shall perform the necessary fieldwork and plan preparation for the submittal of as-builts for the stormwater basin within the project to the City of Hamilton. Fee includes only 1 visit to the field for field measurements. Should additional visits need to be made, time shall be billed at our hourly rates.

Storm Sewer As-Built & Record Drawings

BB shall perform the necessary fieldwork and plan preparation for the submittal of storm sewer as-builts to the City of Hamilton. Fee includes only 1 visit to the field for field measurements. Should additional visits need to be made, time shall be billed at our hourly rates. Additionally, BB shall prepare a set of Record Drawings for the PROJECT CLIENT utilizing the final set of Construction Drawings and any as-built information provided by the PROJECT CLIENT and the contractor. These Record Drawings will be provided to the PROJECT CLIENT in the form of pdfs.

Scope of Services does not include the following:

- OEPA or Army Corps of Engineers Permitting with the exception of NPDES permit.
- Evaluation of the property for the presence of wetlands or regulated waterways of the U.S.
- Site lighting design.
- Evaluation of utility capacity.
- Geotechnical services.
- Renderings of the development.
- NPDES site inspections.
- Presentation Graphics.
- Recording of documents.

- Plat of Survey.
- Lighting design
- Building Permit Submittal.
- Construction layout and staking.

COMPENSATION TO BE PAID TO BB FOR PROFESSIONAL SERVICES:

This amendment will increase the original agreement of March 22, 2021, as follows:

• Meetings and Conference Calls (additional allowance)	\$	14,750.79
• As-Builts (stormwater basin)	\$	2,486.37
• Storm Sewer As-Built & Record Drawings	\$	3,740.17

Basis of payment: Percent Complete unless otherwise noted above

Bayer Becker is hereby authorized to proceed with this above described work in accordance with the terms stated above. All terms and conditions of the original agreement and all prior amendments shall remain in full force and effect unless otherwise revised by this amendment.

Note: This project agreement amendment becomes void if not signed within 30 days of above date.

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I understand that by Electronically signing this document, it is covered by the Uniform Electronic Transactions Act (UETA), eSign Act, and State eSign laws. These laws define that a document or signature cannot be denied legal effect or enforceability because it is in electronic form.

Electronically signed and dated by:

APPROVED:

Bayer & Becker, Inc.

PROJECT CLIENT: Richard L. Bowen + Associates, Inc.

Title:

Title:



MOTZ ENGINEERING

447 MORGAN STREET | CINCINNATI, OH 45206 | 513-621-5400 | WWW.MOTZENGINEERING.COM

December 16, 2024

Ken Emling AIA NCARB
Brian Hennies AIA, LEED-AP
Richard L. Bowen & Associates, Inc.
2019 Center St, Suite 500
Cleveland, OH 44113

Re: BCRTA Moser Court Expansion
Motz Engineering Job Number 2024.01.272 **REV1**

Ken, Brian,

Thank you for the opportunity to propose electrical engineering on the BCRTA Moser Court project. Enclosed please find our revised proposal for professional engineering services for electrical design. This proposal addresses our understanding of the scope of work, provides a description of services, presents a budget, outlines project clarifications, and requests authorization to proceed.

PROJECT UNDERSTANDING

The following is Motz Engineering's understanding of the project Scope of Work on which the budget is based.

The Butler County Butler County Regional Transit Authority desires to expand the BCRTA maintenance facility located on Moser Road in the City of Hamilton, to include bus parking and storage. This is the first phase of a multi-phase expansion program for this location.

This phase of the expansion is to include:

- Significant increase in paved parking lot area south and east of the existing building footprint for the purpose of bus parking and storage
- Additional parking lot light poles, heads and pole bases
- Second entrance off of Moser Road
- Two gated security entrances off of Moser Road
- Liquid Propane fueling island
- Two Liquid Propane storage tanks
- Security fencing around the site

Our understanding is there is no significant interior improvements or new building structures contemplated during this phase of the project. Motz Engineering Scope of work is exclusive to site Electrical Engineering:

- Evaluate existing electrical service and electrical infrastructure to confirm capacity and condition.

- Evaluate as-built electrical documents to understand underground and under pavement electrical routing for existing light poles.
- Meet with architect and project team to understand the overall (final) project plan, so we can confirm the existing power is adequate for the final condition, or if additional capacity will be needed.
- A parking lot and driveway lighting study will be conducted to determine the light levels required and confirm the new lighting scheme meets owners' requirements.
- Engineering and design of new parking lots and driveway lighting. This is to include new parking lot and drive light poles, new LED pole head fixtures, pole bases, and new underground conduit. New parking lot lighting to be fed separately from the existing parking lot lighting to remain. The existing light poles, heads and bases are like new and will remain. Existing poles will not be re-wired.
- The existing parking lot lighting controller relay will be used to the extent of its capacity. If it becomes overloaded, Motz will add a second similar lighting controller.
- Sidewalk bollards and other points of use lighting may be included. This includes man gates, card readers locations, sidewalks, fuel island, propane tank operating panel, flagpole, street signage, etc.
- Power to two gate operators, voltage to be determined.
- 120V convenience power outlets at base of light pole as determined by BCRTA.
- The existing security system vendor will provide design assistance to Motz Engineering, with regard to the extension of the security system. The security vendor will determine where and what type of devices will be required at the two new front gates. Motz will indicate conduit from the security room to the camera and card reader locations and back boxes for readers, keypads and camera locations. Final design to be coordinated with BCRTA.
- IT cabling conduit to be extended to the LP fuel island and LP storage tanks for the purpose of monitoring and collecting data on the tank fuel levels and fueling system. IT Cabling conduit and or cabling will be routed to the existing IT room for purpose of connection to a future LP fuel monitoring system (fuel monitoring system by others).

Excluded from the Electrical Scope of work:

- IT/AV and security system design are excluded, beyond what is described above.
- Utility side calculations and connection details are not included in the base proposal. If additional power service is required, Motz Engineering will coordinate with the Utility service provider, for the location of the utility entrance into the building subgrade, and location of the meter.
- The existing generator replacement or standby power distribution reconfiguration is not included in this phase of the project.
- Solar photovoltaic system excluded
- Decorative building site lighting (landscape lighting, feature lighting)
- marque signage at the street or hanging off the building
- Mechanical Engineering, Plumbing Engineering, Civil Engineering, Structural Engineering
- Revit base model is by others
- Building as-built by others

DESCRIPTION OF SERVICES

DESIGN DEVELOPMENT PHASE [4 weeks]

During this phase, MOTZ will:

- Develop electrical design based on direction from Architect and owner.
- Conduct lighting study
- Determine locations of poles and power outlets
- Determine location of all site lighting
- Make selection of pole, pole base and fixture head
- Make selection of gate operator system
- Make selection of security devices (to match existing system)
- Populate new electrical design onto existing Revit model
- Complete electrical single line
- 50% draft of specifications
- Confirm code compliance and any special requirements with AHJ.
- Prepare 60% detailed electrical DD Documents for review and approval
- Participate in internal design team design review and Page Turn
- Virtual design meetings. four (4)

CONSTRUCTION DOCUMENT PHASE [4]

During this phase, MOTZ will:

- Finalize 100% construction bid documents including wire routing, lighting panel schedule, power panel schedule, device selections, lighting schedule, etc.
- Complete pole base details, light shield details, bollard details, access card reader or keypad details, fuel lighting details, LP fuel operator details etc.
- Integrate and coordinate electrical design into architectural REVIT model
- Prepare 100% specifications
- Submit CD documents to the architect and owner for final review
- Assist in the solicitation of bidders and suppliers
- Participate in a Pre-Bid conference
- Address pre-bid RFI questions
- Assist in the selection of the bidder, if requested.
- Issue permit set of documents once contractor is selected
- Virtual Design Meetings: four (4)

CONSTRUCTION ADMINISTRATION PHASE (6 Months)

During this phase of the project MOTZ will:

- Meet with AHJ as required to gain permit
- Review electrical contractor submittals
- Review Change order requests
- Respond to RFI's
- Inspect under ground installation for conformance to design
- Inspect first pole base and pole mount for conformance to design
- Perform light meter verification after project is complete to confirm light levels are correct.
- Perform punchlist when requested with one backcheck

ENGINEERING FEE

Motz Engineering fee is an estimate based on the limited information we have. We are proposing a fee allowance of \$25,000 for the full scope of the first phase of the proposed improvements, as indicated in the sketches provided to us.

ENGINEERING SERVICES	TOTAL
Design Development (30%)	\$6,000
Construction Documents (50%)	\$10,000
IT / AV and Security	\$5,000
CA (10%)	\$2,000
Punchlist and Close-out	\$2,000

Assumptions:

- At project kick-off, there will be a meeting with all design consultants in attendance. The Architect, as the lead designer, will create a responsibility matrix and the design team will agree and coordinate responsibility for all design tasks.
- At the project kick-off meeting, the architect will put forward a design schedule with all design tasks and durations identified and will assign tasks and duration as appropriate to the design consultants.
- If there is a requirement for a new or additional service, the civil engineer will work with the Utility and Motz to determine the location and design of electrical vault, and pathway into the building. All electrical ductbank connections to the building are by civil engineer.
- Motz Engineering will take direction from the architect, and not the owner or other consultants. Direction, beyond normal design communications will be in writing.
- There is no structural, civil, , mechanical, plumbing or geotechnical engineering in our scope of work
- The owner user group interviews and other concept design phase tasks will occur before engaging electrical engineering in the start of design.
- The overall design will take no more than 8 weeks from start of DD start to CD finish, with no breaks in the schedule beyond owner review period of one week for each phase. Breaks in the design process of more than 2 weeks may result in the Motz electrical team being re-assigned to other work. Re-engagement will require an additional service proposal.
- The architect (or owner through the architect) will provide design standards and other typical design phase questions within a one week timeframe from the start of the project so to avoid delaying design.
- Owner rejection of the design and requiring the design team re-design for reasons other than the design exceeding the budget, will result in additional service proposal.
- Redesign effort for exceeding the budget will be limited to those designers who are over budget, If the electrical and lighting systems are over budget, Motz engineering will re-design the systems based on the volume over.
- The owner will sign-off on each design phase documents before the design team moves onto the next phase.
- Motz Engineering will not work ahead of the architect. The architect will work ahead of Motz Engineering.
- The design team will work in the same REVIT model
- Payments of pay applications will occur in 30 days after submission of pay request.

REIMBURSABLE EXPENSES

Reimbursable expenses (ex.; printing, permits, etc.) incurred by Motz in the interest of the Project will be billed as incurred.

Hourly Rate Schedule if required:

Principal	\$275
Senior Project Manager	\$220
Project Manager	\$185
Senior Engineer	\$185
Engineer	\$155
CAD/Revit Designer	\$130
Admin	\$130
Commissioning Engineer	\$155

AUTHORIZATION

We are sincerely committed to the success of this project and greatly welcome the opportunity to work and collaborate with your organization. Upon your notification and approval of this proposal, we will immediately proceed with the design services.

Sincerely,

MOTZ CONSULTING ENGINEERS, INC.
doing business as
MOTZ ENGINEERING

Proposed by: Michael Murdock VP

Accepted for Richard Bowen and Associates

By _____ Title _____ Date _____

1/3/2025	Richard L. Bowen + Associates Inc.									
Staff Positions	Principal	Senior PM	Sr. Project Architect	Project Architect	Director of Design	Senior Structural Engineer	Project Engineer	Structural Draftsman	Spec Writer	Admin Assist.
PHASES	proposed hours per staff position									
Phase 1: Pre-Design / Programming										
Phase 2: Schematic Design										
Phase 3: Design Development										
Phase 4: Const. Documents		10	50		4				16	
Phase 5: Bidding & Permitting		6	8						2	
Phase 6: Const. Administration		22	62		2				8	24
TOTAL HOURS	0	38	120	0	6	0	0	0	26	24
	Total Bowen Hours								214	
Labor Rate	\$ 100.00	\$ 72.50	\$ 57.69	\$ 32.50	\$ 55.00	\$ 57.37	\$ 39.42	\$ 19.23	\$ 46.40	\$ 30.37
Overhead Multiplier	2.18	2.18	2.18	2.18	2.18	2.34	2.34	2.34	2.18	2.18
Profit Multiplier	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
Total Billing Rate	\$ 250.70	\$ 181.76	\$ 144.63	\$ 81.48	\$ 137.89	\$ 154.38	\$ 106.08	\$ 51.75	\$ 116.32	\$ 76.14
TOTAL COST	\$ -	\$ 6,907	\$ 17,355	\$ -	\$ 827	\$ -	\$ -	\$ -	\$ 3,024	\$ 1,827
REIMBURSABLES										
Mileage & Parking										
Meals & Lodging										
Printing/Copying										
Permits/Fees/Other										
TOTAL REIMB. COST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROPOSED FEES & COSTS	Richard L. Bowen + Associates TOTAL COST						\$ 29,941			