

# Bowman

Bowman is pleased to provide the services described below. The purpose of this form is to obtain your authorization for the work verbally requested and confirm the terms under which the services are provided.

Project Name: 2024 DVRPC MBRP Application – Buttonwood Bridge-West Vincent Date: 08/05/2024  
Bowman Project No.: TBD

**Client Information:**

Contact Name: Jim Wendelgass Company: West Vincent Township  
Address: 729 St. Matthews Road Phone: 610-458-1601  
City, State, Zip: Chester Springs, PA 19425 Fax: \_\_\_\_\_

**Scope of Work:** Bowman will complete the following services to prepare the **2024 DVRPC Municipal Bridge Retro-Reimbursement Program (MBRP)** application for the **Buttonwood Lane Bridge Replacement in West Vincent Township, Chester County, PA**.

1. Prepare DVRPC application documents for submission by **September 9, 2024** deadline in accordance with the program guidelines and requirements on the DVRPC website. **It is confirmed that the Buttonwood Bridge is listed on the PA Capital Bridge Bill as required (Line 44 of the 2004-05 Supplement)**
2. Review and Update Project Cost Estimate to be in accordance with program requirements.
3. Coordinate with the Township team for supporting documentation, including but not limited to, legislator support letters, resolution, etc., as required.
4. Prepare and submit the online application through the application portal.
5. *Property owner/Twp Solicitor coordination and other tasks associated with the R/W acquisition necessary for this project is excluded from this scope. Those items will be performed and billed on a separate hourly basis and concurrent with the application period.*

**Note:** Project meeting attendance, including travel time, will be provided on an as needed, as-requested basis and billed on an hourly basis in addition to the scope above according to the attached *Standard Provisions for Professional Services approved for the calendar year*.

**Fees:** \$7,700 (Estimate) Type: Fixed Fee:  Hourly Estimate:   
Expenses: Included:  Additional:

**Conditions:**  
All invoices not paid within 30 days are subject to a 1.5% monthly interest charge, and all projects with overdue balances exceeding 90 days will be subject to a stoppage of all work. Any changes in the specific work program described above will result in an adjustment of the conditions and fees. The fee quoted above is valid for a period of 30 days from the date of this proposal. If the terms of this contract, as contained herein, and in the *Standard Provisions for Professional Services approved for the calendar year*, are agreeable to you, please execute the agreement below in the space provided and return the signed copy to our office.

**Prepared By:** Christopher Seaman, P.E. 08/05/2024  
(Date)

**Title:** Regional Service Leader - Bridge

In consideration of this contract and the extension of credits, the signature does hereby unconditionally guarantee the payment of all fees and expenses arriving out of said contract.

**Work Authorized By:**

**Client Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

cc: Accounting Department