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February 16, 2026

Brian Koss
Facilities & Safety Coordinator
Brecksville-Broadview Heights City School District
6638 Mill Road
Brecksville, OH 44141

RE: Brecksville-Broadview Heights City Schools
Middle School Sections 5, Alternate 1A Roof Section 6

Dear Mr. Koss:

We are submitting our proposal to provide roof replacement design and quality observation services for:

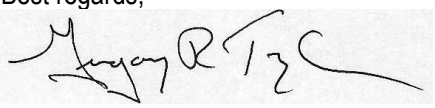
Roof Replacement: Middle School Roof Section 5, alternate 1A Roof Section 6

Work items include the following:

- Demolition down to existing decking.
- Tectum deck replacement (As Required)
- Installation of vapor barrier.
- Tapered insulation system to achieve ¼" per foot slope.
- Additional Insulation System to meet current building code requirements.
- Fully Adhered .060 EPDM Roof System.
- Perimeter Membrane Flashings and Sheet Metal Systems.

Please feel free to contact me, should you have any questions. Thank you again for the opportunity to provide a proposal for Brecksville-Broadview Hts. City Schools, and I look forward to speaking with you again in the near future.

Best regards,



Gregory R. Taylor, RRC

SCOPE OF BASIC SERVICES

Basic Services to be provided will consist of the following:

Construction Documents Phase (Construction Drawings and Specifications)

Drawings and Specifications. Prepare Drawings and Specifications setting forth in detail the requirements for the construction of the Project. With the consent of the Owner, TCG shall include Alternates in the Contract Documents. The Drawings and Specifications shall encourage competition.

Bidding Documents. Preparation of documents necessary for bidding of Contracts, including without limitation bidding information and instructions, estimates of cost, Notices to Bidders, Instructions to Bidders, Bid Forms and Special Conditions.

Bidding and Award Phase (Bidding Assistance and Recommendation)

Prebid Conferences. Conduct prebid conference with prospective Bidders to familiarize Bidders with the Contract.

Bid Review. Review all responsive bids, participate in investigating the responsibility of Bidders and deliver a written recommendation to the Owner about the award of, or rejection of, any bid or bids for each Contract for the Project.

Construction Phase (Administration of Construction)

The Construction Phase will commence with the award of a Contract for the Project to a Contractor and will terminate upon Final Acceptance of the Project by the Owner. Consultant services during the Construction Phase shall be in accordance with the Owner's request and per the attached Fee Schedule.

Site Visits. Visit the Project at appropriate intervals, or at such intervals as the Owner agrees, to review the Work of the Contractor for Defective Work, to become familiar with the progress and quality of the Work on the Project and to determine if the Work is proceeding in conformity with the Contract Documents. Such visits shall specifically include observation of roofing work and interior finishes. If the Consultant shall become aware, either through such visits or otherwise of any Defective Work on the Project, the Consultant shall report all Defective Work to the Owner, together with recommendations for the correction thereof, and shall notify any applicable Contractor to correct such Defective Work.

Progress. Record the progress of the Project and provide written reports to the Owner on a monthly basis unless otherwise agreed in writing. Such reports shall include information on the Contractor's Work, as well as completion status on the entire Project.

Construction Schedule. Review and approve the construction schedule for conformance with the Contract Documents, and inform the Owner of the need to update the Project Schedule as required to show current conditions to conform to the Construction Schedule.

Meetings. Schedule, conduct and participate in preconstruction, progress, quality control and special meetings with the Owner and any other parties involved in the Project to discuss such matters as procedures, progress, problems and scheduling. The Consultant shall prepare and distribute minutes of all such meetings to the Owner, the Contractors and any other parties involved.

Submittal Review. Review and approve or take other appropriate action upon Contractor submittals such as Shop Drawings, Product Data and Samples, for conformity with the Contract Documents and shall review drawings, calculations and designs required of the Contractor and provided with such submittals (except calculations and designs of manufacturers of original equipment and systems to be installed in the Project and except calculations and designs which the Contract Documents expressly make the sole responsibility of one or more Contractors, Subcontractors, Material Suppliers or other persons).

Change Orders. The Consultant shall request Proposals from Contractors for potential and proposed changes in the Work. Prepare Change Orders and any necessary Drawings, Specifications and other documents and supporting data for Change Orders.

Contractor Payments. Based upon the review of the applicable Work and evaluations of the applicable Contractor's Applications for Payment, review and approve, modify or reject the amounts shown on such Applications as being due to the applicable Contractor in accordance with the Contract Documents. Each Application for Payment shall be signed by the Consultant and mailed to the Owner, as applicable.

Contract Closeout. Upon completion of Contractor's Punch List, the Consultant shall provide notice to the Owner that the Work is ready for Final Inspection, conduct the Final Inspection and prepare a revised Punch List, if applicable. Upon Contract Completion, any keys, manuals and originals of any guarantees, warranties, releases, bonds and waivers shall be provided to the Owner.

Contractor Responsibilities. The Consultant shall not be responsible for and shall not have control or charge of construction means, methods, techniques, sequences, procedures or scheduling used by a Contractor to comply with the Contractor's obligations under its Contract for the Project or for safety precautions and programs in connection with the Work on the Project. The Consultant shall not be responsible for or have control or charge over the acts or omissions of Contractors or Subcontractors or any of their agents or employees, or any other persons performing any Work on the Project.

FEE SCHEDULE: **Taylor Consulting Group Consultant Fee:** **$9,318.00**

Middle School (Roof Sections 5 & 6) – Design & Quality Observation Fee Schedule Summary:

Building	Probable Cost of Const.	Consultant Fee	Total Const. Budget
Roof Section 5 2,200 sf	$91,903 ($41.77 sf)	$7,812.00	$99,715.00
Alternate 1A Roof Section 6 380 sf	$17,708.00 ($46.60 sf)	$1,506.00	$19,214.00
Total Project Budgets	$109,611.00	$9,318.00	$118,929.00

Consultant Fee & Scope of Services Breakdown:	
Concept & Schematic Design *Program verification and Detail Drawings*	*2796*
Design Phase & Construction Documents *Specifications and Bidding Documents*	*3261*
Bidding & Award Phase *Bidding Assistance & Recommendation*	*186*
Construction Phase & Closeout Documents *Administration of Construction, Site Visits, and Reporting*	*3075*
	Total Consultant Fee: ***9,318***