



**BRECKSVILLE-BROADVIEW HTS.
CITY SCHOOL DISTRICT**

"where fine education is a heritage"

Professional Design Services Proposal for Tennis Court Repair

Located at: 6380 Mill Road, Broadview Heights, OH 44147

Prepared for: Brian Koss, Facilities and Safety Coordinator

December 16, 2025

Proposal for Professional Design Services

Date:	December 16, 2025
Project:	Tennis Court Repairs
Client:	Brian Koss, Facilities and Safety Coordinator
Owner:	Brecksville–Broadview Heights City School District

Dear Mr. Koss,

This proposal is for professional design services to repair storm lines, asphalt, and surfacing for the existing five tennis courts that are located at the High School and Middle School campus. We will assess the courts and propose recommendations for repairing the courts. These repairs will be coordinated with the District and their Geotechnical Engineer.

Scope of Services

Provide architecture and civil engineering services.

Scope Of Services

Design, Field Verification, Code Research

1. Field verify and document existing conditions.
2. Prepare design layouts, details, etc. for review and approval.
3. Review of and compliance with the Ohio Building Code and other applicable codes including local ordinances.
4. Finalize design layouts, details, etc.
5. Prepare conceptual engineering documents to explain systems design.

Construction Documents

1. Provide architectural and engineering drawings to include plans, elevations, details, sections, notes, schedules, etc. as required for construction.
2. Provide technical specifications for project.
3. Review construction documents.
4. Assist in completing building permit applications and submit documents for plan review and permit.
5. Complete revisions.
6. Coordinate with other consultants during design and construction documentation.

Bidding

1. Answer bidder questions and issue addenda.
2. Review contractor bids.
3. Assist in the development of a construction schedule.

Construction Period Services

1. Complete all construction document revisions and respond to comments as requested by code enforcement officials.
2. Review shop drawings.
3. Site visits and observations.
4. Respond to RFI's.
5. Issue bulletins.
6. Perform punch lists.
7. Document all non-compliance scope of work items from previous construction projects discovered/identified during repair work.

Proposal for Professional Design Services

Work Excluded From Our Scope Of Services

1. All costs associated with building, zoning, signage or environmental permits and approvals.
2. Hazardous materials analysis, removal or environmental assessments or any work to obtain environmental approvals.
3. Site survey.

Schedule

Services will begin immediately upon approval of this proposal.

Fee Structure and Payment Terms

We propose to complete these services for a fee of:

Total Fee:
\$19,750 (Nineteen Thousand, Seven Hundred Fifty Dollars)

Reimbursable Expenses will be billed at 1.0 times cost and shall include:

- a. Plotting services / document printing
- b. Xerox copies or photocopies
- c. UPS / courier or shipping / delivery

Payment Terms

Fees will be invoiced monthly as the services are completed or as reimbursable expenses are incurred. Payment of invoice is due 30 days after date on the invoice.

Payments can be made to: ThenDesign Architecture, 4230 River Street, Willoughby, OH 44094.

For any billing questions, please contact our Accounting Department at 440.269.2266 or accountspayable@thendesign.com.

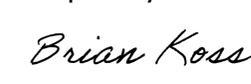
We thank you for the opportunity to submit this proposal for your consideration. Should this meet your approval, indicate your acceptance by signing below and returning a copy to our office.

Proposed By:



Ryan Schmit, RA, NCARB, LEED AP
ThenDesign **Architecture**

Accepted By:



Brian Koss, Facilities and Safety Coordinator
Brecksville Broadview Heights City Schools

Proposal for Professional Design Services

Terms & Conditions

ThenDesign Architecture, Ltd. (ThenDesign) shall perform the services in accordance with the standards of professional design services and as outlined in this agreement for the stated fee structure. This agreement may be terminated within 10 days written notice by either Party should the other fail to perform its obligations hereunder.

1. Should the project be terminated, payments owed will be based on a mutually agreed upon pro-rated fee structure, based upon the percentage of completion of design, construction documents, bidding and observation, at the time of termination. Project shall be considered terminated if work is stopped or put on hold for a period of six months or more. Notice of Termination must be made in writing, and ThenDesign will base the termination date upon the date of receipt of Notice of Termination.
2. If, for any reason an undisputed portion of an invoice is not paid within 30 days of the invoice date, ThenDesign may cease work on the project, and the Client shall waive any claim against ThenDesign Architecture and shall defend and indemnify ThenDesign from and against any claims for injury or loss stemming from ThenDesign's cessation of service. Client shall also pay ThenDesign the cost associated with premature project demobilization. In the event the project is remobilized, Client shall also pay the cost of remobilization and shall renegotiate appropriate contract terms and conditions, such as those associated with budget, schedule or scope of service.
3. In the event any bill or portion thereof is disputed by Client, Client shall notify ThenDesign within ten days of receipt of the bill in question, and Client and tda shall work together to resolve the matter within 60 days of its being called to ThenDesign's attention. If resolution of the matter is not attained within 60 days, either party may terminate this Agreement in accordance with conditions indicated above.
4. If, due to ThenDesign's error, any required item or component of the project is omitted from ThenDesign's construction documents, ThenDesign shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the project and/or adds value or betterment to the project. In no event, will ThenDesign Architecture be responsible for any cost or expense that provides betterment, upgrade or enhancement of the project.
5. The risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, ThenDesign's total liability to Client for any and all injuries, claims, losses, expenses, damages, or claims expenses arising out of this Agreement from any cause or causes shall not exceed the total of ThenDesign's fee. Such causes include, but are not limited to, ThenDesign's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.
6. The Client shall indemnify and hold harmless ThenDesign and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees) caused in whole or in part by the negligent act or omission, and/or strict liability of the Client, its employees or other parties the Client contracts for this project.
7. A structural condition is hidden if concealed by existing finishes or is not capable of investigation by reasonable visual observation. If ThenDesign has reason to believe that such a condition may exist, the Client shall authorize and pay for all costs associated with the investigation of such a condition and, if necessary, all cost necessary to correct said conditions. If (1) the Client fails to authorize such investigation or correction after due notification or (2) ThenDesign had no reason to believe that such a condition exists, the Client is responsible for all risks associated with this condition, and ThenDesign shall not be responsible for the existing condition nor any resulting damages to persons or property.
8. Should any construction period services be deleted or excluded from this agreement; the Client assumes all responsibility for interpretation of the Contract Documents and for construction observation. The Client waives any and all claims against ThenDesign that may be connected thereto. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless ThenDesign, its principals, employees and subconsultants, against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments, or changes made to the Contract Documents to reflect changed or field conditions, except for claims arising from the sole negligence or willful misconduct of ThenDesign.
9. Neither Party to this Agreement shall transfer, sublet, or assign any rights or interest in this Agreement (including but not limited to any fees that are or may be due) without prior written consent of the other party. Subcontracting to subconsultants normally engaged by ThenDesign shall not be considered an assignment for purposes of this Agreement.
10. All documents produced by ThenDesign under this agreement shall be considered instruments of service and shall remain the property of ThenDesign and may not be used by this Client for any other endeavor without the written consent of ThenDesign.
11. This proposal is valid for 30 days after the date listed.
12. Payment on invoices that exceed 30 days will be billed an additional 1.5 percent per month on the unpaid balance.
13. This agreement shall be governed by the laws of the State of Ohio.

Proposal for Professional Design Services

Hourly Fee Schedule

Architecture	Rate Per Hour
Principal	\$ 400.00
Project Manager	\$ 260.00
Project Architect	\$ 220.00
Construction Administrator	\$ 220.00
Architectural Designer	\$ 175.00
Architectural Intern	\$ 150.00
Technician	\$ 115.00
Planning	
Strategic Planner	\$ 180.00
Interiors	
Interior Designer	\$ 180.00
Interior Designer Intern	\$ 110.00
Design / Communications	
Communications Specialist	\$ 125.00
Graphic Designer	\$ 115.00
Operations	
Senior Administration	\$ 255.00
Administration	\$ 115.00