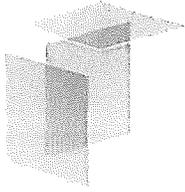


July 7, 2014



City of West Lafayette  
711 W. Navajo St.  
West Lafayette, IN 47906

Attn: Beverly Shaw



Re: Exterior Wayfinding Signage  
Welcome to West Lafayette Signs

Dear Ms. Shaw,

Thank you for contacting me regarding the Wayfinding project, specifically the Welcome to West Lafayette signage. From our conversation, I have listed Cube & Company's scope of work for the project below. This scope can be modified to meet your needs and budget.

- Project Assessment - Including location review, Owner identification and coordination, utility evaluation and feasibility
- Initial Budgeting - Per sign cost using solar power source
- Project Scheduling & Coordination
- Bid / Procurement Facilitation to include:
  - Qualified Contractor Selection
  - Invitations to Bid
  - Request for Proposal and Bid Form Generation
  - Document Distribution
  - Bid Tabulation & Final Cost Estimate
  - Scope Review Meetings
- Pre-Construction Meeting Facilitation
- Field Observations
- Document Compliance Monitoring
- Pay Request Review and Approval
- Punch List Management

All of the work described above will be completed for the following total:

**Total Fee: \$6,912** (six thousand nine hundred and twelve dollars)

This total is a not-to-exceed amount and the project will only be billed for time devoted to the scope of work above.

Fees for our Project Management services are calculated on an hourly basis at the following rates:

Project Manager

\$108.00/hr

*These rates include payroll, taxes and insurance, through December 2014.*

**Reimbursable Expenses:**

Any and all reimbursable expenses have been included in the not-to-exceed fee above.

**Assumed Schedule:**

All work by Cube & Company shall be completed per the following schedule:

- Approval and Notice to Proceed Issued by West Lafayette Redevelopment Commission  
July - August 2014
- Bid / Procurement Facilitation  
Sept - Dec 2014
- Construction  
2015

Sincerely,



Michael Swann  
President  
Cube & Company