

Attn: Sie Maroon  
Deputy Director Operations Division Peoria  
Public Works



On behalf of Ben McMillan, IDG Architects is pleased to present a letter of work scope and fee proposal as a Architectural consultant to the City of Peoria IL for the design of a Welcome To Peoria Sign, and Project Administration/Coordination for the fabrication and installation of the sign for the Southern Gateway in a location designated by City Administration/Staff. Mr. Ben McMillan III., AIA, NCARB, NOMA who will be Principal-in-Charge/Designer has provided A/E services for over 40 years. Aaron Gunn who is IDG's Associate Managing Principal-Illinois will be the Project Manager for this project.

IDG as a consultant to the city of Peoria, shall manage our services, consult with the City and selected sign fabricator, research applicable design criteria, attend associated project meetings, communicate with members of the city government and city staff. IDG shall coordinate its services with those services provided to the Public Works department and its consultants. IDG shall be entitled to rely on the accuracy and completeness of services and information furnished by Public Works Department, its staff and consultants. IDG shall provide prompt written notice to the Public Works Department if IDG becomes aware of any error, omission, or inconsistency in such services or information.

Based on the defined work scope IDG's proposed basic service fee is \$3,000.

Our scope at this fee shall include:

- 1 set of Design documents
- 1 set of specifications as required
- Project Administration/Coordination with sign fabricator.

Submitted By:

A handwritten signature in blue ink, appearing to read 'Ben S. McMillan III.', with a horizontal line extending to the right.

Ben S. McMillan III., AIA, NCARB, NOMA  
CEO of IDG Architects Inc.

Authorized party please sign and  
date below to accept proposal: