

**RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR ADVANCED METERING INFRASTRUCTURE (AMI), ACDES**

WHEREAS, Doug Starkey, Director of the Department of Environmental Services, has presented the following Work Authorization with CT Consultants, Inc., to-wit:

**WORK AUTHORIZATION**

- Project Title:** Advanced Metering Infrastructure (AMI)
- Project Description:** The proposal provides a scope, fee, and schedule to provide consultation on the technology; and, to develop a Project Manual to publicly bid and award a construction contract for the Ashtabula County Department of Environmental Services (ACDES or County).
- Project Location:** N/A
- Invoicing Instructions:** Hourly not to exceed fee of \$28,000.00 in accordance with Agreement for professional Services dated September 14, 1999 and wage rates per the attached 2023 rate table.
- Terms:** Invoices will be rendered for work performed in the preceding month and are due and payable within 30 days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances 30 days past due shall bear finance charges at the legal rates permitted.
- Acceptance:** Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Work Authorization with CT Consultants, Inc. is hereby approved in accordance with the copy of the Work Authorization now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2023-265**

**May 09, 2023**

**RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS,  
INC. FOR ADVANCED METERING INFRASTRUCTURE (AMI), ACDES**

**Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.**

**VOTE:**

**Casey R. Kozlowski  
Kathryn L. Whittington  
J.P. Ducro IV**

**Aye  
Aye  
Aye**

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



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Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio



# Work Authorization

Since 1922

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<b>Name</b> Ashtabula County Department of Environmental Services 25. W. Jefferson Street Jefferson, Ohio 44047	<b>Date:</b> April 10, 2023 <b>Attn:</b> Mr. Doug Starkey <b>Telephone:</b> (440) 576-3725 <b>E-mail</b> dgstarkey@ashtabulacounty.us	<b>W.A.No.</b>  <b>Fax:</b> (440) 576-3781
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**Project Title** –Advanced Metering Infrastructure (AMI). **Project Description** – Per the attached scope A

**Invoicing Instructions** – Hourly not-to-exceed fee of \$28,000 in accordance with Agreement for Professional Services dated September 14, 1999 and wage rates per the attached 2023 rate table.

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**NO WORK SHALL PROCEED UNTIL SIGNED WORK AUTHORIZATION IS RETURNED BY THE OWNER.**

**TERMS:**

Invoices will be rendered for work performed in the preceding month and are due and payable within thirty (30) days after presentation. Cancellation of this contract presupposes payment for work already completed. Balances thirty (30) days past due shall bear finance charges at the legal rates permitted.

**ACCEPTANCE**

Upon the authorized signature of both parties to this contract, they agree to the above prices, specifications and conditions as satisfactory. Payments will be made as outlined above and work can proceed.

**ASHTABULA COUNTY**

**CT CONSULTANTS, INC.**

By  \_\_\_\_\_

 \_\_\_\_\_

Date Accepted 5-9-23 \_\_\_\_\_

Date 5/4/2023 \_\_\_\_\_

**Please sign and return one copy to our office.**

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8150 Sterling Court | Mentor, Ohio 44060  
phone: 440.951.9000 | fax: 440.951.7486 | www.ctconsultants.com

## **EXHIBIT A**

This proposal provides our scope, fee and schedule to provide consultation on the technology; and, to develop a Project Manual to publicly bid and award a construction contract for the Ashtabula County Department of Environmental Services (ACDES or County). Our scope is as follows.

### **I. PLANNING AND DESIGN PHASE**

1. Kick-off meeting with the County to review scope, desires, specific direction regarding options for meters and technology features, bidding alternatives, and other variables to be included in the project.
2. Facilitate workshop with County stakeholders to review features and functionality of both an AMR and AMI hardware and software options. This will include discussion regarding meter types for a variety of purposes. We will provide recommendations based on our experience in the areas of project management, tracking, reporting, field supervision, data management, progress meetings, schedule, and quality control, and workmanship.
3. Prepare Prices to Include and bid tabulation for materials to be included in this project and to evaluate bids on an equivalent basis. CT will also develop an Engineer's Opinion of Probable Construction Cost for the intended bid tabulation.

### **BID DOCUMENTS**

1. Develop Project Manual including: Front End bidding and contracting documents, General Conditions, Special Conditions and Technical Specifications for advertising, bidding, and contracting for a meter reading system to replace the current system. This meter reading system will utilize the selected infrastructure system to read water meters.
  - a. CT will use our standard EJCDC documents and technical specifications.
  - b. Propagation studies will be required of all Bidders as part of the technical proposals.
  - c. CT will estimate types and quantities of non-standard work to be included on the bid form. Finalize bid quantities to include on bid form, with count to obtain unit prices for the various types of installations.
  - d. Prepare bid form to include optional Additional Work Items often encountered in meter replacement projects that address many common non-standard conditions that are encountered during the installation of water meters. The County can use these bid items to address non-standard work without impeding the Contractor's work or delaying progress, thereby minimizing change orders, and expedite work to maintain project schedule and minimize delays and cost overruns.
2. Include both a Price Proposal as well as a Technical Proposal for this project.
3. Complete final bid documents, bid forms, contract documents, and technical specifications.

Schedule: Project Manual will be completed and provided for County review and approval within 90 days.

## **II. BID AND AWARD PHASE**

1. Provide bid phase services to advertise, address questions, provide addendum, and related review bids. CT will place documents on our web site and will handle advertising and selling of bidding documents. County will open bids with CT in attendance at bid opening.
2. Assist the County with the evaluation of the Technical and Price Proposals using a weighted methodology to evaluate and rank "Best and Lowest" Bid Proposals. Meet with County to discuss findings and assist in formulating recommendations.
3. Prepare Agreements for execution by Contractor and by County.

## **III. ADDITIONAL SERVICES NOT INCLUDED**

As desired by the County, CT Consultants can provide additional services to include on-site daily observation of installations as well as construction administration services. If this is desired, we will review with the County a desired level of service and provide a proposal accordingly.