

**RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR KINGSVILLE I90 INTERCHANGE SANITARY SEWER PROJECT, 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:** Kingsville I90 Interchange Sanitary Sewers
- Project Description:** Design of gravity sewers, pump station, force main and WWTP improvements in accordance with the attached scope of services.
- Project Location:** The interchange area of Interstate 90 and State Route 193 and recommended an alternative to pump sanitary flow to the existing County owned wastewater treatment plant on Green Rd.
- Invoicing Instructions:** Hourly not to exceed fee of \$315,000.00 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.

NOW, 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. 2023-548**

**October 31, 2023**

**RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR KINGSVILLE I90 INTERCHANGE SANITARY SEWER PROJECT, ACDES**

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

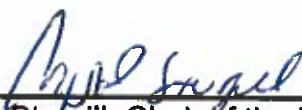
**VOTE:**

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

**Absent  
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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Crystal Sturgill, Clerk of the Board *Acting*  
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> October 4, 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** – Kingsville 190 Interchange Sanitary Sewers.

**Project Description** – Design of gravity sewers, pump station, force main and WWTP improvements in accordance with the attached scope of services.

**Invoicing instructions** – Hourly not-to-exceed fee of \$315,000.00 in accordance with Agreement for Professional Services dated September 14, 1999 with 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 10-31-23

Date 10/04/2023

**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

**SCOPE OF SERVICES  
PROFESSIONAL ENGINEERING SERVICES**

**ASHTABULA COUNTY DEPARTMENT OF  
ENVIRONMENTAL SERVICES  
KINGSVILLE TWP. I-90 INTERCHANGE  
WASTEWATER COLLECTION & TREATMENT**

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**PROJECT UNDERSTANDING**

A General Plan was prepared that outlined and assessed options to deliver sanitary sewer service to property owners who petitioned the Ashtabula County Board of Commissioners (County) for service. The plan focused on the interchange area of Interstate 90 and State Route 193 and recommended an alternative to pump sanitary flow to the existing County owned Wastewater Treatment Plant on Green Road known as the Ashcraft WWTP.

This scope of services and fee is presented by CT Consultants, Inc. (CT) to address the administrative, survey, detailed design, bidding, and construction phase services needed to undertake this project as outlined in the 2022 General Plan under Alternative #3.

**SCOPE OF SERVICES**

**Task I: BACKGROUND INFORMATION, COORDINATION & REVIEWS**

**A. Information Gathering**

1. Obtain and review all available information, data, construction drawings, and property records relevant to the proposed improvements.
2. Conduct a site visit and field reconnaissance with representatives of the County to confirm existing conditions
  - a. Evaluate and determine the best site for the pump station location.
  - b. Examine the proposed alignments and routes for the gravity sewer and force main portions of the project.
  - c. Inspect the Ashcraft WWTP to determine the proposed force main discharge location; and conduct a general overview of the treatment plant with the operator of record.

**Task II: BASIS OF DESIGN**

**A. Pump Station**

1. CT will utilize the General Plan design flow for the planning period of 60,000 GPD to develop a preliminary equipment selection and layout for what is anticipated to be a submersible pump station.
2. Prepare a preliminary pump station site plan utilizing existing digital base maps and property record information for the selected site.

**B. Gravity Sewers/Force Main**

1. Utilizing County or other digital base maps, prepare a preliminary alignment and layout for the gravity sewers, estimated at 7,000 LF, and the force main to the Ashcraft WWTP estimated to be 13,000 LF.
2. Develop a preliminary plan for the I-90 sewer crossing that include the gravity sewer and force main. This will be coordinated and reviewed with ODOT to adhere to their permit requirements.

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**C. Ashcraft WWTP**

1. Utilizing existing Ashcraft WWTP construction drawings, prepare a preliminary plan depicting the force main discharge along with any modifications and/or upgrades deemed necessary for the plant to properly receive this additional flow.

**D. Summary Report**

1. Obtain County approval of preliminary plan and alignments
2. Conduct a geotechnical exploration of the proposed site work and sewer alignments. These services are provided by the Engineer and will consist of soil borings, lab analysis and a technical report to assist in an understanding of subsurface conditions for design and cost development.
3. Any potential property acquisition and temporary or permanent easements for construction purposes will be identified. An allowance is offered in the fee section to provide for property acquisition services including field survey, legal and/or easement descriptions, and negotiations, if necessary.
4. CT will prepare an AACE Class 4 Engineer's Opinion of Probable Construction Cost (EOPCC).
5. Prepare preliminary technical specifications, compile bid forms and other general front end documents.
6. The production of this phase of work, the Basis of Design (BOD) provided in a report to the County, is considered to be 30% completion.

**Task III: DESIGN DEVELOPMENT**

After the County's approval of the Basis of Design report and as CT proceeds with the development of improvement drawings, we will keep the County involved and updated. At this stage of the project additional aspects of the project come to the forefront, requiring review, discussion, and input from the County. These may include potential

bidding strategies, constructability concerns, and/or revisions to provide cost savings opportunities related to long term operations and maintenance.

- A. The Engineer will proceed with detailed construction drawings, and prepare technical specifications, and complete contract documents upon approval of the BOD for:

- Pump Station
- Gravity Sewers, Force Main and I-90 Crossing
- Ashcraft WWTP Improvements

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- B. **Detail Design:** CT will proceed to develop the detail design for the improvements to 60% completion. Design will be based on the accepted BOD and will include site plans, sewer and force main plan and profiles, all related pump station drawings (sections and details), and WWTP improvement drawings to properly document the design intent.
1. **Technical Specifications:** An initial draft of detailed material and installation specifications for the bidding and construction for this project in CSI 16 Division format is to be completed for the 60% design submittal.
  2. The gravity sewer design will include coordination with the County and property owners for the provision of sewer lateral connections installed to the right-of-way.
  3. An updated estimate will be prepared and considered an AACE Class 3 EOPCC.
  4. **Design Review:** CT will review the design drawings and draft technical specifications with the County.
- C. **Final Design:** The final design segment (60% to 90% completion) consists of substantially completing all discipline drawings with pertinent details.
1. **Project Manual:** Unless directed otherwise, CT is prepared to utilize documents as prepared by the Engineers Joint Contract Document Committee EJCDC, a standard of the industry, for the general conditions. These will be comprised of the legal notice, bid documents, contract forms (either provided by or approved by the County), general and supplemental conditions and general requirements.
  2. The project manual will be provided to the County during the 90 percent completion submittal for review. Technical materials and installation specifications will be substantially completed and included as part of this submittal.
  3. Prepare and coordinate necessary regulatory reviews and approvals.
    - o Any permit applications will be drafted for review with the County including the Ohio EPA and ODOT; and any easements deemed necessary will be prepared for review.
  4. Final drawings will be provided to any private utility impacted by the project.
  5. Conduct a 90% submittal and detailed design review meeting with the County.
  6. Assumption is that two (2) general construction contracts will be prepared with one contract for the pump station and associated gravity sewers and force main; and a second contract for improvements to the Ashcraft WWTP.

Subsequent to the final design segment, any final review comments from the County will be incorporated and final quality assurance reviews will be made by CT to bring the drawings to 100%.

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**D. *Reviews and Approvals:*** In addition to practical design applications, CT Consultants uses a project-specific quality assurance process to satisfy project objectives and contain costs. This involves the engineers, designers, and reviewers for key design components in advance of each plan document submittal Stage; as well as an independent quality assurance/constructability review by a senior engineer or manager.

**E. *Deliverables:***

1. All flow data assumptions, calculations, data, and planning level parameters utilized will be updated in the original BOD. CT will incorporate County comments and finalize the report to serve as a record document of the design.
2. Final construction drawings for the improvements.
3. Prepare an AACE Class 2 EOPCC for the improvements.

**Task IV: BIDDING ASSISTANCE**

CT can provide bidding assistance to the County during the bidding phase when authorized:

- > mailing notices of the project to Contractors/Suppliers
- > posting the project on CT's web site
- > furnishing copies of the detailed plans and specifications for direct sale to Contractors and Suppliers
- > responding to bid questions
- > issuing addendum if necessary
- > attending the bid opening
- > providing a bid review and evaluation of the bids received with recommendation of the favorable bid
- > coordinating Contract award with the regulatory and funding agencies.

**Design Engineering Allowance (As Authorized by County)**

To accommodate the potential of property acquisition and funding assistance that are not accurately defined at this time, an allowance is offered. Cost will be based on actual manhours incurred and fee will not be exceeded without prior written authorization from the County.

**PROJECT SCHEDULE**

A project schedule will be developed and reviewed upon authorization from the County to proceed.

**SCOPE OF SERVICES  
PROFESSIONAL ENGINEERING SERVICES**



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**COUNTY RESPONSIBILITIES**

In order for project to proceed quickly and efficiently, the Engineer requests a few specific tasks be performed by the County in a timely fashion.

- Provide record documents, sample documents and required contracting documents.
- Provide for uninhibited access to the project site during the performance of the scope of work herein.
- Provide timely reviews of all submittals.
- Address questions and needs of the Engineer in a timely manner.
- Costs of easements and property acquisition (CT will assist in securing the necessary property, but County will pay the property owners directly.)
- Recording easements or property transfers and paying all recording fees.
- Any mitigation costs.

**PROFESSIONAL FEES**

Based on the above scope of services, we offer the following:

<b>Tasks I thru III:</b>	<b>\$290,000</b>
<b>Allowance for property acquisition assistance and funding:</b>	<b><u>\$25,000</u></b>
<b>Total</b>	<b>\$315,000</b>

- The fee estimate includes and accounts for direct labor, overhead and profit and applicable reimbursable expenses.
- The fee includes agency submittal fees to Ohio EPA and the Army Corps of Engineers.
- Invoices will be prepared monthly and based upon the actual manhours incurred at our standard billing rates; plus, reimbursable expenses, if any.
- Professional fees are subject to adjustment from the County for requested changes.

**ADDITIONAL SERVICES**

If authorized in writing, the Engineer shall furnish or obtain from others Additional Services of the types listed below that are not included in the scope of this proposal:

1. Administration, coordination, public meetings, and technical assistance to prepare and assist the County with property assessments for the project improvement costs. These services, if needed, will be closely coordinated with the County's legal counsel.
2. Plans, drawings, applications, reports, or testing associated with moving, hauling, disposing, or treating hazardous material located on the site or generated from the improvements.

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3. Modify documents resulting from significant changes in general scope, extent, or character of the project or its design, including but not limited to changes in size, complexity, schedule, and revising previously accepted studies, reports, design documents, or contract documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes, or orders enacted subsequent to the preparation of such studies, reports or documents, or are due to any other causes beyond the Engineer's control.

**Hourly Billing Rate Schedule**  
**CT Consultants Inc.**  
**Effective 9/13/23**

<u>Classification</u>	<u>Hourly Rate</u>	
Architectural Designer 2	\$ 73	- \$ 104
Assistant Manager	\$ 144	- \$ 148
Associate Environmental Scientist	\$ 111	- \$ 113
Associate Geologist I	\$ 89	- \$ 91
Associate Hazard Evaluation Specialist	\$ 83	- \$ 85
Business Development Professional	\$ 84	- \$ 267
CAD Technician 1	\$ 65	- \$ 68
CAD Technician 2	\$ 87	- \$ 132
Chief Geotechnical Engineer	\$ 213	- \$ 223
Construction Field Technician	\$ 75	- \$ 77
Construction Project Manager	\$ 135	- \$ 137
Construction Rep 1	\$ 102	- \$ 105
Construction Rep 2	\$ 92	- \$ 132
Construction Rep 3	\$ 116	- \$ 192
Construction Testing Technician	\$ 86	- \$ 88
Contract Administrator	\$ 161	- \$ 163
Designer 1	\$ 87	- \$ 89
Designer 2	\$ 80	- \$ 118
Designer 3	\$ 122	- \$ 158
Engineer 1	\$ 96	- \$ 110
Engineer 2	\$ 102	- \$ 131
Engineer Co-op	\$ 56	- \$ 63
Environmental Consultant	\$ 412	- \$ 415
Environmental Engineer	\$ 131	- \$ 133
Environmental Project Manager	\$ 125	- \$ 127
Environmental Scientist	\$ 111	- \$ 136
Environmental Specialist	\$ 104	- \$ 156
Environmental Technician	\$ 75	- \$ 78
Field Supervisor	\$ 133	- \$ 135
Field Technician	\$ 59	- \$ 96
Field Technician Intern	\$ 72	- \$ 74
Geologist	\$ 116	- \$ 118
Geotechnical Engineer	\$ 98	- \$ 150
Geotechnical Project Manager	\$ 151	- \$ 153
Grants/Funding Specialist	\$ 111	- \$ 191
Intern	\$ 49	- \$ 63
Lab Technician	\$ 75	- \$ 90
Landscape Architect 2	\$ 123	- \$ 125
Landscape Architect 3	\$ 168	- \$ 190
Map Editor	\$ 111	- \$ 119
Planner 2	\$ 119	- \$ 121
Planner 3	\$ 174	- \$ 278
Principal Architect	\$ 210	- \$ 228
Principal Surveyor	\$ 128	- \$ 224
Project Development Consultant	\$ 128	- \$ 281
Project Architect 1	\$ 131	- \$ 133
Project Architect 2	\$ 119	- \$ 215
Project Architect 3	\$ 158	- \$ 173
Project Engineer 1	\$ 126	- \$ 175
Project Engineer 2	\$ 149	- \$ 181
Project Engineer 3	\$ 167	- \$ 206
Project Engineer 4	\$ 138	- \$ 248
Project Engineer 5	\$ 215	- \$ 291
Project Manager	\$ 139	- \$ 167
Project Manager/Senior Geologist	\$ 164	- \$ 166
Project Principal	\$ 203	- \$ 482
Property Assessor/Project Manager	\$ 135	- \$ 137
Senior Construction Rep	\$ 101	- \$ 134
Senior Engineer	\$ 137	- \$ 139
Senior Environmental Scientist	\$ 136	- \$ 209
Senior Field Technician	\$ 79	- \$ 81
Senior Geologist	\$ 145	- \$ 177
Senior Office Surveyor	\$ 141	- \$ 193
Senior Project Manager	\$ 168	- \$ 168
Stereo Workstation Technician	\$ 80	- \$ 126
Survey Field Technician	\$ 86	- \$ 93
Survey Party Chief 1	\$ 87	- \$ 99
Survey Party Chief 2	\$ 120	- \$ 145
Technical Support	\$ 63	- \$ 182

**FISCAL OFFICER'S CERTIFICATE**  
5705.41 O.R.C.

The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the year 2023 under the Agreement has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection and free from any previous encumbrances to the credit of:

6001.001.150-601; not to exceed \$0.00.

**Agreement Title: RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR KINGSVILLE I90 INTERCHANGE SANITARY SEWER PROJECT, SEWA**



**David Thomas, Ashtabula County  
Auditor**

Date: October 27, 2023