

RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS, INC. FOR THE ASHCRAFT WWTP PROJECT

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:** Ashcraft WWTP Aeration and Clarifier Train Replacement Project
- Project Description:** Authorized additional work for design and bidding and construction administration and inspection services, Kingsville.
- Project Location:** Ashcraft WWTP, Kingsville.
- Invoicing Instructions:** Hourly not to exceed fee of \$154,100.00 in accordance with Agreement for Professional Services dated September 14, 1999 and wage rates per the attached 2024 rate table. Design fee of \$154,100 includes \$15,100 allowance for EPA review fee.
- 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. 2025-69

January 28, 2025

**RESOLUTION APPROVING A WORK AUTHORIZATION WITH CT CONSULTANTS,
INC. FOR THE ASHCRAFT WWTP PROJECT**

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Casey R. Kozlowski

Kathryn L. Whittington

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.



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



Work Authorization

Name: Ashtabula County
Department of
Environmental Services
25 W. Jefferson Street
Jefferson, Ohio 44047

Date: 12/30/2024
Attn: Mr. Doug Starkey
Phone: 440-576-3725
Email: dgstarkey@ashtabulacounty.us

WA No.: -

Project Title: Ashcraft WWTP
Improvements

Project Description: Provide design services in
accordance with the attached proposal.

Project Location: Ashcraft WWTP, Kingsville

Invoicing Instructions: Hourly not-to-exceed fee
of \$154,100* in accordance with Agreement for
Professional Services dated September 14, 1999
and the attached 2024 rate table.

*Design fee of \$154,100 includes \$15,100 allowance
for EPA review fee.

**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.

Owner Ashtabula County

CT CONSULTANTS, INC.

By 
Authorized Signature


Authorized Signature

~~Doug Starkey~~
JP Duckro IV ✓

Georgia Conway

Date Accepted 1-28-25

Date 12/30/24

Please sign and return one copy to our office.

ASHCRAFT WWTP IMPROVEMENTS PROPOSAL

Project Understanding

CT Consultants, Inc. (CT/Verdantas) understands the County seeks to upgrade to the Ashcraft WWTP in Kingsville, Ohio. An OPWC Round 39 pre-application has been submitted. The project includes:

- Replacement of two extended aeration tanks.
- Replacement of all blowers and sound enclosures.
- Replacement of UV system.
- Installation of new diesel generator and transfer switch.
- SCADA integration.
- Improved plant lighting.
- New non-clog sludge pump to feed the drying beds.
- Influent sampler replacement.

The generator, SCADA integration, and plant lighting will be itemized in the Bid Documents for County funding separate from the OPWC scope.

Scope of Services

CT will provide the following services in accordance with this proposal:

1. Design and Bidding Services
2. Construction Services

Task 1: Design and Bidding Services

A. Preliminary Design Phase

- i. Prepare preliminary plans showing demolition and proposed work. Plans will be prepared using existing record drawings. No field surveying is anticipated.
- ii. Conduct a site visit to confirm existing conditions.
- iii. Prepare preliminary Basis of Design. CT will utilize the current plant capacity or General Plan design capacity for the design of the replacement plant and



equipment selection. The County will provide this information Prepare preliminary technical specifications for the proposed work.

- iv. Prepare preliminary Engineer's Opinion of Probable Construction Cost (EOPCC).
- v. Submit preliminary design phase documents to the County for review and comment.
- vi. Conduct a review meeting with the County following the submittal of the preliminary design phase documents.

B. Final Design Phase

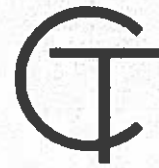
- i. Prepare final plans and technical specifications to include any comments received from the County during the preliminary review meeting.
- ii. Prepare final EOPCC.
- iii. Prepare final Bidding Documents.
- iv. Submit final design phase documents to the County for review and comment.
- v. Incorporate any final review comments from the County.

C. Bid Advertisement

- i. Assist in advertising and obtaining bids for the proposed work.
- ii. Maintain a record of prospective bidders.
- iii. Provide a copy of the contract plans and specifications for viewing of information by prospective bidders on CT's website during the period of advertisement for construction bids.
- iv. Issue Addenda as necessary to clarify, correct, or change the Bidding Documents.

D. Bid Opening and Review

- i. Prepare the bid tabulation sheet for the County and attend the bid opening. The County is responsible for receiving the sealed bids from the prospective contractors and documenting the date and time received.
- ii. After the bid opening, perform a review of received bids to evaluate compliance with the bid requirements. This will include an evaluation of the bidder's qualifications and past performance.



- iii. Provide the County with a bid review for the project. Included with this letter will be a tabulation of the bids submitted, a list of references contacted, and a review of the lowest and best bidder's proposal forms.

Task 2: Construction Services

Provide construction services including Construction Administration, Project Meetings, Shop Drawings, RFIs, Pay Estimates, Claims Analysis, Change Order Preparation, Site Visits, Prevailing Wages, Special Inspection and Testing, Punch List, and Final Inspection.

EPA Review Fee

The maximum EPA review fee and suggested allowance is \$15,100.

CT/Verdantas Fee

The preliminary Engineer's Opinion of Probable Construction Cost (EOPCC) is \$1,990,000. CT will perform these services for an hourly not-to-exceed fee as follows:

Task 1: Design and Bidding Services	\$139,000
EPA Review Fee Allowance	\$15,100
Current Authorization	\$154,100
Task 2: Construction Services (<u>to be authorized at a later date</u>)	\$179,400
Total Fee	\$333,500

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 2024, under the Agreement, has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of the following funds: 6001 Ashtabula County Department of Environmental Services Sewer fund.

In the amount of \$154,100 for year 2025 and free from any previous encumbrances.

The Work Authorization for Ashcraft WWTP Project: agreement for the improvement and replacement of the aeration and clarifier train, other upgrades as indicated, design, additional work, bidding, construction administration and inspection services.



Scott Yamamoto, Ashtabula County Auditor

Contact: Doug Starkey, ACDES Director

Date: January 27, 2025