

RESOLUTION ACCEPTING PROPOSAL WITH COUNTY FIRM FOR THE FACILITIES INFRASTRUCTURE SYSTEMS ASSESSMENT/RESERVE STUDY FOR THE LODGE AT GENEVA-ON-THE-LAKE

WHEREAS, Janet Discher, County Administrator of the Ashtabula County Commissioners, has presented the following Proposal with County Firm, to-wit:

Proposal Title: Facilities Infrastructure Systems Assessment/Reserve Study

Proposal Description: To provide strategic, plan-focused professional facilities-assessment/advice with a published report regarding existing conditions and potential recommended/required remedies & estimated budget/timelines

Proposal Location: The Lodge at Geneva-on-the-Lake, 4888 N Broadway, Geneva-On-The-Lake, OH 44041

Cost: Not to Exceed, \$19,880 for all consulting professional services noted in proposal; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Proposal with County Firm is hereby approved in accordance with the copy of the Proposal 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. 2025-260

May 29, 2025

**RESOLUTION ACCEPTING PROPOSAL WITH COUNTY FIRM FOR THE
FACILITIES INFRASTRUCTURE SYSTEMS ASSESSMENT/RESERVE STUDY FOR
THE LODGE AT GENEVA-ON-THE-LAKE**

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

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

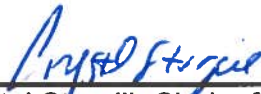
Aye

Kathryn L. Whittington

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.



Crystal Sturgill, Clerk of the Board, *Acting*
Board of County Commissioners
Ashtabula County, Ohio



COUNTY FIRM

FACILITY INVESTMENT RETROFIT MAINTENANCE

April 24, 2025

Ashtabula County Commissioners
Ashtabula County
25 W Jefferson S.
Jefferson, OH 44047

Reference: Ashtabula County, OH – Geneva-on-the-Lake Lodge

Subject: Facilities Infrastructure Systems Assessment/Reserve Study

Commissioner Kozlowski and Ms. Discher:

County FIRM is pleased to offer the following Not-to-Exceed professional services proposal for your consideration, based on the discussed Service Philosophies/Scopes of Work and intended effort to serve as an extension of your staff: Target: Provide Strategic, Plan-focussed Professional Facilities-Assessment/advice with a published Report regarding existing conditions and potential recommended/required remedies & estimated budgets/timelines. The services targeted at this time related to the deliverable Report include, but are not limited to:

Physical Evaluation of Properties [The Lodge] as-is – Professional Consulting Services

- Parking Lot, Surface Site Civil & General Access
- Visible Building Envelope (Roofs, Walls, Windows, etc.)
- Interior Surfaces (Visible Structural Items, Walls/Partitions, Floors, Ceilings, etc.)
- Plumbing Fixtures & visible Piping Systems
- Fire Suppression/Piping Systems
- Heating, Ventilation & Cooling Systems, including 'OPEN Architecture' BAS/Controls Systems
- Main Electrical Power Systems
- Main Electrical Lighting Systems
- Main Fire Alarm System (Life Safety-based)
- Main Network Systems (Infrastructure-only Voice, Data, Security, Public Address, etc.)

Property Condition & Setup/Layout Advisory Services – Professional Consulting Services (with Life Cycle Cost and/or risk reduction viewpoints):

- ADA Compliance
- Energy-use & Metering
- Food Service Operations
- Security
- On-going Operations and Serviceability - total life cycle cost

not to exceed proposal - based on hours





COUNTY FIRM

FACILITY INVESTMENT RETROFIT MAINTENANCE

Budget and Potential Cost-impact Review of Facility Improvements Suggested/Required – as appropriate

Detailed Discussion on Field-level Equipment/Controls Operation & Verification – with possible Evaluation/Testing (Equipment & Operations)

Service Contract Procurement – Assistance with Negotiated/Competitive Process with Performance options as necessary.

The focus of our work in this proposal will be to aid Ashtabula County with evaluating reasonable options to effectively discuss/resolve the known (and possibly unknown) areas where potential/recommended Improvements affecting the Facility are needed/desired. Planned activities presently known to include, but are not limited to:

- Document Reviews & cursory interviews/meetings with Operations Team/Service Providers
- Document Reviews & detailed updates/meetings with County Management
- Advisory Evaluation for “Energy-use” options
- Review System Options/ideas for HVAC & related Electrical Systems upgrade(s) – schematic meeting/discussion items (intended for “owner-review” and prelim. coordination/planning with Strategic Plan development in mind):
 - o Specific attention to “OPEN” Systems Controls Architecture will be offered
- Life Cycle Cost Evaluation with commentary for view of options/choices uncovered & pursued (First, Energy & Operational costs over time), as appropriate.
- Schematic design support for identified Scopes of Work – intended for Operational-perspective of improvements with professional review, pre-design & budget pricing.
- Processing and/or planning for applicable Utility Rebate/Incentive(s) available – deliverable item
- Consulting Assistance with Scheduling/Budgeting/Phasing/Financing during Preliminary/schematic phase of Improvement Plan creation as related to each item addressed.

The focus of our Scope of Work in this Evaluation Services proposal will not include:

- Final/Complete design for any Scopes of Work items desired for pricing or project-based execution
- Preparation of Final drawings-specs (permits, bidding) to support Scopes of Work designs for “bidding” /coordination of installation concerning upgrades/replacement for any equipment & systems





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To be sure we'll meet the expected schedules and service intents, we'll need from you:

- Access to the Project site(s) and reasonable interviews/re-interviews with appropriate personnel.
- Applicable updated documents (drawings, specs, manuals, service contracts, etc.).
- Previous Assessment/Study Documents (including the referenced ODNR evaluation)
- Intermittent meetings with the Ashtabula County Team as appropriate to monitor direction & Scope
- Updated Utility Histories (Gas, Electric, Water) or/Waiver to allow County FIRM to obtain the required Histories

We intend to deliver to you:

- A set of REPORT documents to review and aid in identifying the "best current & expected operational condition" of the reviewed systems and coordination support to be used in Strategic Planning efforts to give Ashtabula County a factual basis to conduct further business.

We expect the Next-Steps Action Plan to include:

- Site Assessment & Document Reviews– Weeks of 6-5-25 thru 6-27-25
- Planned delivery of the Report – Week of 7-30-25.

* fine frame
CED days
2 or 3 days
on-site

Total Expected cost: \$19,880.00 (Not-to-Exceed for all consulting professional services noted)

We assume all correspondence to go thru your office(s), but will offer direct assistance any appropriate partners if it's agreed-to and makes sense.

Planned Consulting team partners (interview/support) include, but may not be limited to:

- o Bob & Kent, Delaware North
- o Gardiner

Terms of payment are: Progress payments as work is completed.

progress billing





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After reviewing this proposal, please contact us with any questions. If you agree to the proposal, please return an executed copy of this letter, and notify us to proceed. We look forward to the opportunity to be a partner with Ashtabula County and provide services that meet and exceed your expectations.

Respectfully submitted,

Joe Sokol
Regional Manager – Professional Services
County FIRM

Scott B. Hoffman, Jr., P.E., LEED™ AP
Principal
Palmer Conservation Consulting

Accepted by:

Date:

5-29-25

