

RESOLUTION ACCEPTING PROFESSIONAL SERVICES PROPOSAL WITH COUNTY FIRM FOR THE ASHTABULA COUNTY COURTHOUSE HVAC UPGRADE FOR THE ROOFTOP UNIT (RTU) REPLACEMENT ON THE MAIN COURTHOUSE B WING ROOFTOP

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

Proposal Title: HVAC Upgrade, Rooftop Unit (RTU) Replacement Project

Proposal Description: To provide a basic Rooftop HVAC Replacement Bid Package and schematic design for a proper basic installation of an OPEN Standard Control System Upgrade to be integrated into the County's Building Automation System (BAS)/Network.

Proposal Location: Main Courthouse B Wing Rooftop, 25 West Jefferson St., Jefferson OH 44047

Cost: Not to Exceed, \$25,840.00 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. 2025-279

June 17, 2025

RESOLUTION ACCEPTING PROFESSIONAL SERVICES PROPOSAL WITH COUNTY FIRM FOR THE ASHTABULA COUNTY COURTHOUSE HVAC UPGRADE FOR THE ROOFTOP UNIT (RTU) REPLACEMENT ON THE MAIN COURTHOUSE B WING ROOFTOP

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

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.

Lisa Hawkins

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



COUNTY FIRM

FACILITY INVESTMENT RETROFIT MAINTENANCE

June 9, 2025

Ms. Janet Discher
County Administrator
Ashtabula County
25 W. Jefferson St.
Jefferson, OH 44047

Reference: Ashtabula County Courthouse HVAC Upgrade 2025

Subject: Rooftop Unit (RTU) Replacement

Ms. Discher,

County Firm is pleased to offer the following professional services proposal to provide a basic Rooftop HVAC Replacement Bid Package and schematic design for a proper basic installation of an OPEN Standard Control System Upgrade to be integrated into the County's Building Automation System (BAS)/Network. The focus of this proposal is Direct Replacement of the RTU Unit/VAV Systems Equipment with appropriate/select updating of HVAC Controls/Master Integration equipment and the appropriate integration into the County's Standard Master-Standard "Open" system architecture as desired.

The focus of our work in this proposal will be to aid the Ashtabula County Facilities team with evaluating reasonable Scopes of Work (options) and prepare for construction/execution as best determined by those evaluations, including inclusion/planning for any known future plans for the facilities (including new Roof).

Planned activities presently known to include:

- Physical facilities Site Assessment [Multiple visits may be necessary]
- Review of provided Utility Histories for utilities affected
- Refine System Options/ideas for RTU Equipment/Systems & related Electrical Systems upgrade(s):
 - o Specific attention to Non-proprietary "OPEN" Systems Controls Architecture is included:
 - Integration of any new HVAC Controls to BAS System.
 - Integration of applicable ancillary equipment to BAS System, (Mini-split AC Units, Energy Meters, etc.).
 - Master-level programming and development of new Graphics into the BAS System.
 - Coordination with appropriate County IT Services and installing Contractors
 - o Specific attention to Ashtabula County Standard "QA/QC Commissioning Services" is included.
 - Oversight and Review of vendor-driven & implemented Equipment Replacements





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- Specific attention to “Energy Measurement/Enhanced Remote BAS Access” is included
- Specific attention to “Systems Training/Operations Training–Service” is included
- Coordinated design for RTU HVAC Equipment Replacement Scopes of Work – intended for inclusion into appropriate Ashtabula County-administered Competitive-bid “Design-Build Proposal” packages.
- Consulting Evaluation of Contractor Proposals received by Ashtabula County team by the processes determined best for the Project.
- Processing of applicable Utility Rebate/Incentive(s) available – deliverable item
- Consulting Assistance with Scheduling/Pre-Purchasing/Budgeting/Phasing/Financing during Prelim phase and for field coordination/meetings/construction issues during Construction phase.

The focus of our work will not include:

- Final/Complete “detailed” design/docs for any Scopes of Work items beyond the noted base scope
- Extensive Field observation/meetings for field coordination/construction issues

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

- Access to the Project site(s) and a brief (re) interview with appropriate personnel.
- Intermittent meeting 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 schematic/preliminary documents to review and aid in Scopes of Work/Options – RTU Equipment/Pre-Purchase selections for final proposal packages, with all “multiple-option” items as discussed.
- Appropriate Documents for inclusion into the Ashtabula County-administered Design-Build Proposal Package(s)
- Confirmation of any Utility Rebate/Incentives expected.

We expect the Next-Steps Action Plan to include:

- Re-Site Assessment – Week of 06-02-25 and/or 06-09-25
- Schematic Review of Options and Information (Pre-Purchase Effort) – Week of 06-23-25
- Issue/Review Equipment Pre-Purchase Information received & make choice by 07-18-25
- Preparation of Equipment Install & Scope Options complete by Week of 08-18-25





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- Preparation (Updating) of Bidding Documents complete by Week of 08-25-25.
- Bidding/Pricing and Contract Negotiations with selected DB Contractor(s) - Week of 09-22-25
- Prepare for Execution of contracted Scopes – to be determined in conjunction with any Qualification-based actions utilized
- Construction period target: October-November 2025

Fee

The above Professional Engineering Services will be provided for the following lump sum fee of **\$25,840.00**.

Total Project Budget: County FIRM Professional Services = \$25,840.00
Contractor Installation budget = \$380,000 to \$500,000, incl. ALTs
TOTAL 2025 BUDGET = \$405,840 to \$525,840

This proposal is valid for 30 days from the date of issue.

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 the Ashtabula County and provide services that meet and exceed your expectations.

Respectfully submitted,

Joe Sokol
Regional Manager – Professional Services
County FIRM

Accepted by: _____

Date: _____

6-17-25

