

**RESOLUTION APPROVING THE AGREEMENT WITH F & B ENGINEERING, INC. FOR PROFESSIONAL CONSULTING SERVICES FOR THE NEW ACDES OFFICE BUILDING**

WHEREAS, the Ashtabula County Board of Commissioners continues to plan for future facility needs to best serve the residents of Ashtabula County; and

WHEREAS, the Ashtabula County Department of Environmental Services (ACDES) requires a new office building due to its required relocation as part of the Ashtabula County Public Safety Center (jail) project; and

WHEREAS, the Board recognizes the operational, logistical, and community benefits of the ACDES being centrally located in the Jefferson area; and

WHEREAS, in order to responsibly evaluate and determine the best options for the building specifications and location, the Board authorizes the following professional engineering services agreement be entered into:

**Provider:** F & B Engineering Inc., 33 Dorset Road, Jefferson, OH 44047

**Scope:** To provide professional consulting services for the project, including preliminary design, building design, site design, bidding services, and construction-phase services.

**Cost:** \$77,000.00 for Scope of Services Parts 1–4 (design through bidding); \$21,000.00 for Scope of Services Part 5 (Services during construction), for a total amount not to exceed \$98,000.00

**Term:** Begins upon signing

WHEREAS, this professional analysis will guide the Board in making a comprehensive, data-driven determination regarding the project's final site to ensure the facility is appropriately designed, financially responsible, operationally efficient, and capable of meeting long-term service requirements; and

WHEREAS, the Board has reviewed the Proposal/Agreement and finds it necessary and in the best interest of the County to approve and enter into the Proposal/Agreement for the purpose of designing and coordinating the construction of a new ACDES office building; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Proposal/Agreement outlined above is hereby approved in accordance with the copy on file in this office.

BE IT FURTHER RESOLVED, the Board affirms that the public will be notified in advance of any future relocation.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

**Resolution No. 2025-533**

**December 02, 2025**

**RESOLUTION APPROVING THE AGREEMENT WITH F & B ENGINEERING, INC.  
FOR PROFESSIONAL CONSULTING SERVICES FOR THE NEW ACDES OFFICE  
BUILDING**

**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.



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

*Acting*

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# F & B Engineering Inc.

Design Services, Plan Review Services, & Inspection Services

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November 24, 2025

Board of Ashtabula County Commissioners  
25 West Jefferson Street  
Jefferson, Ohio 44047

**RE: Proposal/Agreement for Professional Consulting Services**  
New ACDES Office Building

Dear Board,

F&B Engineering, Inc. (F&B) is pleased to submit this Proposal to provide professional services to the Ashtabula County Board of Commissioners (Client), for designing a new office building for the Ashtabula County Department of Environmental Services (ACDES). The building will be located at 152 Erie Street in Jefferson Village.

This Proposal has been prepared to set forth the specific professional services F&B will provide the Client for the above-mentioned project.

## **Project Background**

As part of the new County jail project, the current ACDES office is scheduled for demolition in 2026, and the department is in need of a new office space. The new office will be located on land currently owned by the Commissioners at 152 East Erie Street in Jefferson Village. The office will be between 4,500-5,000 square feet and may include two (2) garage bays for the storage equipment.

## **Scope of Services**

### **Part 1: Building Design**

F&B will complete preliminary design of the project which will include but is not necessarily limited to attending design meetings, preparing preliminary drawings (floor plans, exterior elevations, etc.) as needed to the satisfaction of the Client, preparing cost analysis and estimates for various building types, and prepare project schedule.

### **Part 2: Site Design**

F&B will perform the necessary site work design and engineering for placing a building, zoning coordination, and site identification so that trees and other plants can be removed from site in preparation for new construction.

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**Part 3: Building Design**

F&B will perform the necessary architectural, structural, mechanical, plumbing, and electrical engineering to provide all plans, specifications, and documentation needed to bid and construct the new building. F&B will also assist in getting the construction documents approved by local review authorities having jurisdiction.

**Part 4: Bidding Services**

F&B will provide the following necessary services during bidding of the project to aid in receiving a competitive bid. F&B will furnish and provide the necessary bid documentation and coordinate distribution to contractors through Roller Reprographic Services (or equivalent), maintain plan holder lists, attend pre-bid meeting, respond to bidder questions during the bid process, prepare necessary addenda and distribute, evaluate substitution requests, and attend bid opening and make recommendations to the Client regarding award of contracts.

**Part 5: Services During Construction**

F&B will provide the following services during construction to aid in a smooth and expeditious construction of the building. F&B will attend meetings during the project as established after the award of the project including a preconstruction meeting, a punch list meeting and progress meetings, provide any necessary documentation that may be deemed to be necessary, maintain and coordinate correspondence with contractor building officials, owner, etc., review shop drawings, samples, etc. to evaluate conformance with drawings, interpret for contractor any clarifications that may be needed, observe and coordinate any deficiencies in construction or methods, serve as owner's liaison with contractor working principally through contractor's superintendent, review progress schedules and evaluate contractor's performance for progress payment requests, and preparation coordination and recommendations of any and all change orders.

**Fee and Billing**

F&B will accomplish work indicated in the aforementioned Scope of Services on a Time and Material Not to Exceed (TMNE) basis as follows:

Scope of Services Parts 1-4 (Design through Bidding):	<b>\$ 77,000.00 (TMNE)</b>
Scope of Services Part 5 (Services During Construction):	<b>\$ 21,000.00 (TMNE)</b>

The above scope of services and fee schedule does not include fees associated with a geotechnical investigation, boundary/topographic survey, IT/technology, access control, landscape design, fire protection system design, or permit fees of any kind.

**Termination**

If the project is suspended or abandoned in whole or in part, F&B shall be compensated for all services performed prior to receipt of notice from owner of such suspension or abandonment. The portion of each phase or part of the project considered complete will be determined by F&B. If the project is resumed after being suspended for more than three months, our compensation shall be equitably adjusted.

It is recognized this Contract represents mutual intentions on this date, but things change. Therefore, this Agreement can be modified by either party in writing with a 14-day notice and can be terminated by either party in writing within a 14-day notice.

**Conclusion**

Invoices will be submitted monthly based on number of hours completed toward the scope of services. Our payment terms are net 30 days from receipt of invoice. Additional services beyond the "Scope of Services" will only be completed if requested in writing by the Client.

We trust that you will find this proposal in accordance with all your requirements and expectations. If you concur with these terms and wish to proceed with the aforementioned work, then please sign, date, and return one (1) copy of this Proposal/Agreement within 90 days of the date of this Proposal/Agreement. Please feel free to contact Dennis Bowman at 440-813-4743 if you have any further questions or require additional services.

Dennis Bowman, P.E.  
F & B Engineering  
33 Dorset Road  
Jefferson, Ohio 44047

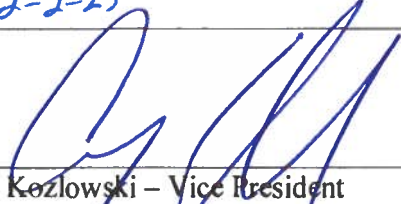
Ashtabula County Commissioners  
25 West Jefferson Street  
Jefferson, Ohio 44047

  
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Dennis Bowman, P.E.

  
\_\_\_\_\_  
J.P. Ducro, IV - President

Date 12-1-25

Date 12-2-25

  
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Casey R. Kozlowski - Vice President

Date 12-2-25

  
\_\_\_\_\_  
Kathryn L. Whittington

Date 12-2-25

Approved as to Form:

\_\_\_\_\_  
April R. Grabman, County Prosecutor

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# F & B Engineering Inc.

Design Services, Plan Review Services, & Inspection Services

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## Standard Hourly Rates Schedule

Effective Date: January 1, 2025

### Introduction

This document outlines the standard hourly billing rates for professional services provided by our consulting firm. These rates apply to all projects unless otherwise specified in the project-specific proposal or contract. Rates reflect the level of expertise, responsibility, and technical skills associated with each role.

### Hourly Rate Schedule

Personnel Classification | Description | Hourly Rate (USD)

Principal / Partner | Senior leadership responsible for project oversight, quality assurance, and high-level decision-making. | \$155

Senior Architect / Senior Engineer | Licensed professionals with extensive experience, responsible for design direction, engineering analysis, and complex project management. | \$125

Architect / Engineer | Licensed or mid-level professionals performing design, code analysis, engineering calculations, and coordination. | \$115

Designer / CAD Technician | Produces drawings, models, and technical documentation under supervision of licensed staff. | \$85

Intern Architect / Engineering Intern | Entry-level professionals working under supervision toward licensure. | \$60

Administrative / Support Staff | Administrative project support, documentation management, and coordination. | \$50

### Reimbursable Expenses

In addition to hourly rates, the following reimbursable expenses may be applied to projects:

- Travel, printing, shipping, permit fees, and specialized materials billed at cost + 5%.
- Specialty Consultants: Fees for third-party consultants required for project execution billed at cost + 5%.
- Mileage: \$ 0.70 per mile.

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**Annual Rate Adjustments**

Hourly rates may be adjusted annually to reflect changes in labor costs, market conditions, and overhead expenses. Clients will be notified of rate adjustments at least 30 days prior to implementation.

**Terms and Conditions**

All hourly work is billed in increments of 0.5 hours (30 minutes).

Invoices are issued monthly and payable within 30 days.

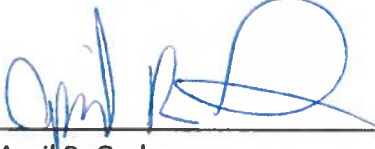
Late payments may incur finance charges as permitted by law.

Modified rates may be negotiated for long-term or large-scale projects.

Signature Page

**AGREEMENT TITLE: Proposal/Agreement for Professional Consulting Services - New ACDES  
Office Building**

**APPROVED as to Legal Form Only.**

Approved by:  \_\_\_\_\_  
April R. Grabman  
Ashtabula County Prosecutor

Dated: 11/24/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor *ES*