

RESOLUTION APPROVING THE AGREEMENT WITH F & B ENGINEERING, INC. FOR PROFESSIONAL CONSULTING SERVICES FOR COUNTY PARKING LOT

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 requires additional parking as part of the Ashtabula County Public Safety Center (jail) project; and

WHEREAS, in order to responsibly evaluate and determine the best options for the parking lot specifications, 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 site survey and base mapping, parking lot-site lighting design, bidding services, and construction services.

Location: land acquired at 23 West Satin Street in Jefferson Village

Cost: \$20,800.00 for Scope of Services Parts 1–5 (design, bidding and construction) not to exceed \$20,800.00

Term: Begins upon signing

WHEREAS, this professional analysis will guide the Board in making a comprehensive, data-driven determination regarding the project to ensure the facility is appropriately designed 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 state above; 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.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-560

December 23, 2025

**RESOLUTION APPROVING THE AGREEMENT WITH F & B ENGINEERING, INC.
FOR PROFESSIONAL CONSULTING SERVICES FOR THE NEW COUNTY
PARKING LOT**

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

F & B Engineering Inc.

Design Services, Plan Review Services, & Inspection Services

December 11, 2025

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

**RE: Proposal/Agreement for Professional Consulting Services
New County Parking Lot**

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 the design of a new parking lot. The new parking lot will be located on land recently acquired at 23 West Satin 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 county will lose existing parking which they need to replace with an additional parking lot. The new parking lot will be constructed at 23 West Satin Street in Jefferson Village. The intent is to maximize the number of spaces; however, the initial number of spaces is estimated to be in the 80-90 range. The construction of the new parking lot must be completed by the end of August of 2026.

Scope of Services

Part 1: Site Survey & Base Mapping

F&B will subcontract with Crabbs' Surveying Services for the completion of a boundary and topographic survey (spot elevations, location of exiting utilities and other features) of the 1.06 acre lot. This is necessary for location all property boundaries, easements, etc. and for locating, layout, and design of the new parking lot.

Part 2: Parking Lot Design

F&B will perform the necessary site design for the new parking lot, which includes but is not necessarily limited to clearing limits, parking lot layout and striping, site grading, and site drainage and tying into the municipal system. F&B will provide all plans, specifications, and documentation needed to bid and construct the new parking lot. F&B will assist in getting the construction documents approved by local review authorities having jurisdiction.

Part 3: Site Lighting Design

F&B will design a new electrical service and site lighting to serve the new parking lot. A photometric analysis will be provided to ensure the lighting does not cause a nuisance to adjacent property owners. F&B will also assist in getting these 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 for the following lump sum prices:

Part 1 - Site Survey and Base Mapping	\$ 4,950.00
Part 2 - Parking Lot Design	\$ 7,800.00
Part 3 - Site Lighting Design	\$ 2,950.00
Part 4 - Bidding Services	\$ 1,900.00
<u>Part 5 - Services During Construction</u>	<u>\$ 3,200.00</u>
Total:	\$ 20,800.00

The above scope of services and fee schedule does not include fees associated with a geotechnical investigation, landscape design, or permit fees of any kind.

Addition services such as part-time or full-time construction observation/inspection during construction can be provided on Time and Material basis if desired. This work will not be completed unless authorized in writing by the board.

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.

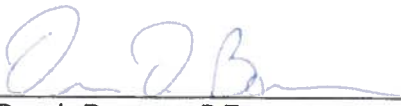
Conclusion

Invoices will be submitted monthly based on percent of the scope of service completed. 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 30 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



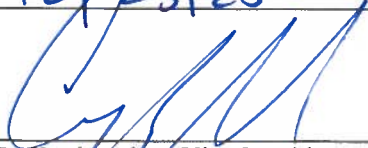
Dennis Bowman, P.E.

Date 12-11-25



J.P. Ducro, IV - President

Date 12/23/25



Casey R. Kozlowski - Vice President

Date 12/28/25



Kathryn L. Whittington

Date 12/23/25

Signature Page

**AGREEMENT TITLE: Proposal/Agreement for Professional Consulting Services New County
Parking Lot**

APPROVED as to Legal Form Only.

Approved by: _____



April R. Grabman
Ashtabula County Prosecutor

Dated: _____

12/18/2025

Reviewed by Earl F. Stoll, Assistant Prosecutor

