

RESOLUTION APPROVING TWO (2) PROFESSIONAL CONSULTING SERVICES AGREEMENTS WITH F & B ENGINEERING, INC. FOR REVIEW, INSPECTION AND DESIGN SERVICES WITH ASHTABULA COUNTY FOR 4717 MAIN AVENUE PARKING LOT RESTORATION AND SHERIFF'S GARAGE BUILDING REPAIRS

WHEREAS, Janet Discher, Ashtabula County Administrator, has presented two (2) professional consulting service agreements for the approval of the Board, to-wit:

PARTIES: Ashtabula County Commissioners, 25 West Jefferson St., Jefferson, OH 44047
F & B Engineering Inc., 34 North Chestnut St., Jefferson, OH 44047

PROJECT: Sheriff's garage building repairs

SCOPE: Field Inspection and reporting; prepare construction documents for repairs; bidding services and construction services

COST: Not to Exceed, \$9,100

TERM: 30 calendar days of this proposal date

AND

PROJECT: 4717 Main Ave. Parking Lot Restoration

SERVICES: Part 1: Site Investigation and Base Mapping; Part 2: Parking Lot Rehabilitation Design; Part 3: Bidding Services; Part 4: Construction Services

COST: Not to Exceed, \$14,400.00

TERM: Part 1 & 2 completed by November 30, 2026, for project bid estimated late 2026 or early 2027

WHEREAS, this Board of Commissioners concurs with the recommendation of the Administrator and finds the agreements to be reasonable and necessary; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the agreements outlined above, are approved in accordance with the copies now on file in this office.

ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE

Resolution No. 2026-340

August 10, 2026

RESOLUTION APPROVING TWO (2) PROFESSIONAL CONSULTING SERVICES AGREEMENTS WITH F & B ENGINEERING, INC. FOR REVIEW, INSPECTION AND DESIGN SERVICES WITH ASHTABULA COUNTY FOR MAIN AVENUE AND SHERIFF'S GARAGE BUILDINGS

Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV

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

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

F & B Engineering Inc.

Plan Review Services, Inspection Services, & Design Services

July 30, 2026

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

RE: Proposal/Agreement for Professional Consulting Services
Sheriff's Garage Building Repairs

Dear Board,

F&B Engineering Inc. (F&B) is pleased to submit this Proposal/Agreement to provide professional engineering services to the Ashtabula County Board of Commissioners ("Client") for the design of exterior building repairs to the Ashtabula County Sheriff's repair garage located at 556 Oak Street in Jefferson. This Proposal outlines the professional services F&B will provide in support of the project.

Scope of Services

Part 1: Field Inspection and Reporting

F&B will visit the site to perform a detailed inspection of all portions of exterior masonry walls that are accessible. Deficient and deteriorated areas will be noted and documented in a report with recommendations for record. The existing building will also be measured which is necessary for the preparation of the construction documents in Part 2.

Part 2: Prepare Construction Documents for Repairs

F&B will prepare detailed construction documents and specifications for the various exterior masonry repairs that are discovered during the inspection.

Part 3: Bidding Services

Based on a preliminary inspection, it is believed that the total repair costs for this project will be below the public bidding threshold. Once the construction documents are complete, F&B will send the construction documents to 3-5 contractors selected by the Client for quote. F&B will attend a pre-bid meeting, respond to bidder questions, and prepare and distribute any necessary addenda. Upon submission of the quotes, F&B will make recommendations to Client regarding award and prepare contracts for execution.

Part 4: Services During Construction

F&B will provide the following services during construction to aid in a smooth and expeditious construction of the repair project. F&B will attend meetings during the project as established after the award of the project including a preconstruction meeting and punch list meeting, provide any necessary documentation that may be deemed to be necessary, maintain and coordinate correspondence with contractor, building officials, owner, etc., review submittals 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 - Field Inspection and Reporting	\$ 3,200.00
Part 2 - Design Construction Documents for Repairs	\$ 2,900.00
Part 3 - Bidding Services	\$ 1,500.00
Part 4 - Services During Construction	\$ 1,500.00
Total:	\$ 9,100.00

The above scope of services and fee schedule does not include fees associated with clearing of trees/vegetation or material testing if deemed necessary. Additional services beyond the above scope of services can be provided on Time and Material basis if desired, which would not be completed unless authorized in writing by the Client.

Schedule

Part 1 of the above Scope of Services will be completed within 30 calendar days of the approval of this proposal. The design services (Part 2) and construction documents will be completed within 45 calendar days of the approval of this proposal. The Bidding Services (Part 3) will proceed when directed by Client after the plans and specifications have been accepted and are approved.

Termination

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.

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.

Conclusion

Invoices will be submitted monthly based on resources spent on the project. 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.

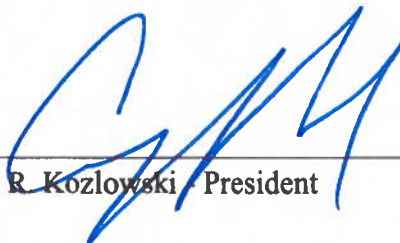
Dennis Bowman, P.E.
F & B Engineering
34 N. Chestnut St. Ste 202
Jefferson, Ohio 44047



Dennis Bowman, P.E.

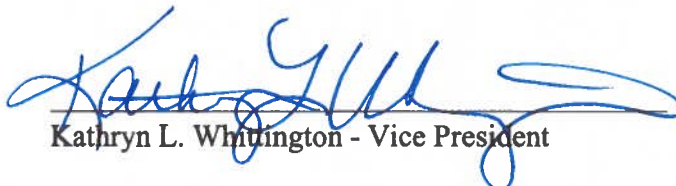
Date 7-30-26

Ashtabula County Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047



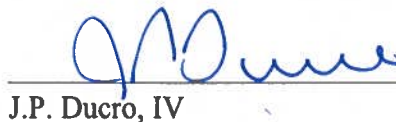
Casey R. Kozlowski - President

Date 8-10-26



Kathryn L. Whittington - Vice President

Date 8-10-26



J.P. Ducro, IV

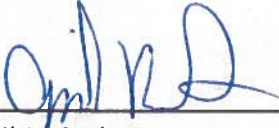
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Signature Page

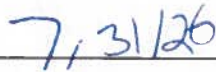
AGREEMENT TITLE: Proposal/ Agreement for Professional Consulting Services

APPROVED as to Legal Form Only.

Approved by: _____


April R. Grabman
Ashtabula County Prosecutor

Dated: _____



Reviewed by Earl F. Stoll, Assistant Prosecutor 

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 2026, 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: 4002.001.220-603 PI Contract Projects.

In the amount of \$9,100.00 for year 2026 and free from any previous encumbrances.

Agreement Title: Agreement with F&B Engineering for Sheriff's Garage Building Repairs.



Scott Yamamoto, Ashtabula County Auditor

Contact: Kathy Thompson

Date: 7/29/26

F & B Engineering Inc.

Plan Review Services, Inspection Services, & Design Services

July 30, 2026

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

RE: Proposal/Agreement for Professional Consulting Services
4717 Main Avenue Parking Lot Restoration

Dear Board,

F&B Engineering Inc. (F&B) is pleased to submit this Proposal/Agreement to provide professional engineering services to the Ashtabula County Board of Commissioners ("Client") for the rehabilitation of the Key Bank parking lot located at 4717 Main Avenue, Ashtabula, Ohio 44004. This Proposal outlines the professional services F&B will provide in support of the project.

Scope of Services

Part 1: Site Investigation and Base Mapping

F&B will visit the site to perform a detailed inspection of the existing conditions and survey/measure the limits of the project to prepare base mapping for the design under Part 2. The existing parking lot will also be core drilled in multiple locations under this item to assist in assessing the existing conditions and determining the most suitable repair.

Part 2: Parking Lot Rehabilitation Design

F&B will perform the necessary site design for the rehabilitation of the existing parking lot, which may include the removal and elimination of a portion that is mostly unused and a reworking of the traffic flow. F&B will provide all plans, specifications, estimates, and documentation needed to bid and construct the parking lot rehabilitation. F&B will assist in getting the construction documents approved by local review authorities having jurisdiction if applicable.

Part 3: 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 4: 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 Investigation and Base Mapping	\$ 3,700.00
Part 2 - Parking Lot Rehabilitation Design	\$ 6,200.00
Part 3 - Bidding Services	\$ 1,900.00
<u>Part 4 - Services During Construction</u>	<u>\$ 2,600.00</u>
Total:	\$ 14,400.00

The above scope of services and fee schedule does not include fees associated with clearing of trees/vegetation or material testing if deemed necessary. Additional services beyond the above scope of services can be provided on Time and Material basis if desired, which would not be completed unless authorized in writing by the Client.

Schedule

It is understood that the Client desires for this project to be bid in the late 2026 or early 2027 for construction in the spring of 2027. To meet that schedule, Part 1 and 2 of the above Scope of Services will be completed by November 30, 2026. F&B will then proceed with Part 3 (Bidding Services) when directed by the Client after the plans and specifications have been accepted and are approved.

Termination

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.

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.

Conclusion

Invoices will be submitted monthly based on resources spent on the project. 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.

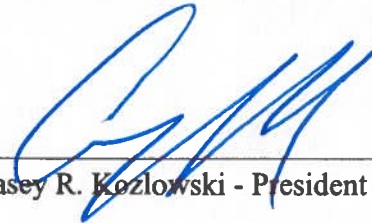
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Dennis Bowman, P.E.
F & B Engineering
34 N. Chestnut St. Ste 202
Jefferson, Ohio 44047



Dennis Bowman, P.E.

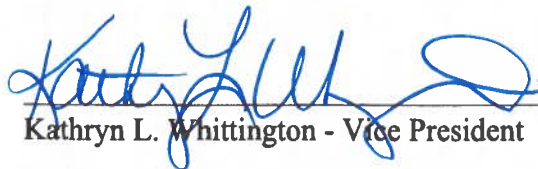
Ashtabula County Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047



Casey R. Kozlowski - President

Date 7-30-26

Date 8-10-26



Kathryn L. Whittington - Vice President

Date 8-10-26



J.P. Ducro, IV

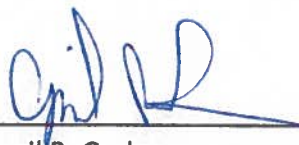
Date 8-10-26

Signature Page

AGREEMENT TITLE: Proposal/ Agreement for Professional Consulting Services- 4717 Main Avenue Parking Lot Restoration

APPROVED as to Legal Form Only.

Approved by: _____


April R. Grabman
Ashtabula County Prosecutor

Dated: _____

7/31/26

Reviewed by Earl F. Stoll, Assistant Prosecutor

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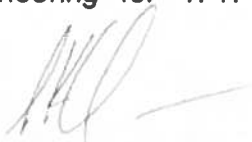
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The undersigned, County Auditor of Ashtabula County, hereby certifies that the amount required to meet the obligations of the County during the 2026, under the Agreement, has been lawfully appropriated for that purpose, and is in the Treasury of the County or in the process of collection to the credit of the following funds: 4002.011.220-603 PI Juvenile Court Contract Projects.

In the amount of \$14,400.00 for year 2026 and free from any previous encumbrances.

Agreement Title: Agreement with F&B Engineering for 4717 Main Avenue Parking Lot Restoration.



**_____
Scott Yamamoto, Ashtabula County Auditor**

Contact: Kathy Thompson

Date: 7/29/26