

RESOLUTION APPROVING PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH F & B ENGINEERING, INC. FOR REVIEW, INSPECTION AND DESIGN SERVICES WITH ASHTABULA COUNTY FOR DRIVE THROUGH CANOPY AND DRIVEWAY REPAIRS, 4717 MAIN AVENUE, CITY OF ASHTABULA

WHEREAS, Janet Discher, Ashtabula County Administrator, has presented a professional consulting service agreement 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: 4717 Main Avenue, Ashtabula City Drive Through Canopy and driveway repairs

SCOPE: Inspection and design of structural repairs to the Key Bank drive through canopy and driveway located at 4717 Main Avenue, City of Ashtabula

COST: Not to Exceed, \$28,000.00

TERM: 30 calendar days of this proposal date, 45 days for design services and construction documents

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

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

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2026-359

August 25, 2026

**RESOLUTION APPROVING PROFESSIONAL CONSULTING SERVICES
AGREEMENT WITH F & B ENGINEERING, INC. FOR REVIEW, INSPECTION AND
DESIGN SERVICES WITH ASHTABULA COUNTY FOR DRIVE THROUGH CANOPY
AND DRIVEWAY REPAIRS, 4717 MAIN AVENUE, CITY OF ASHTABULA**

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.



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

F & B Engineering Inc.

Plan Review Services, Inspection Services, & Design Services

August 11, 2026

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

RE: Proposal/Agreement for Professional Consulting Services
4717 Drive Through Canopy and Driveway 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 inspection and design of structural repairs to the Key Bank drive through canopy and driveway 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: Field Inspection and Reporting

F&B will visit the site to perform a detailed inspection of all portions of the existing canopy which includes cracked and displaced brick, heavily deteriorated lintels and sagging beams. There is also an area immediately adjacent to the driveway and a dividing wall that is sinking that every effort will be made to determine the cause. Inspection findings and repair recommendations will be provided in a report to Client. Portions of the building within the scope of this proposal will also be measured which is necessary for the preparation of repair construction documents in Part 3.

Part 2: Field Inspection Assistance

F&B has reviewed available plans for the existing building, and the plans do not provide structural details to supplement the field inspection. Based on a very preliminary investigation, access to concealed areas that require inspection did not appear to be available. F&B will subcontract with a contractor to assist in accessing any space not provided with sufficient access for inspection. For the canopy, we anticipate removal of portion (or additional if necessary) of the underside ceiling of the canopy for access and inspection of the structure. For the sinking area, we anticipate locating and running a camera in storm/sanitary sewer and or minor excavation to determine the cause. Final restoration of this work can be performed but is beyond

the scope of this proposal. Impacted areas will be left clean and safe for the public. Every effort will be made to minimize work performed under this part. The not to exceed value in the fee schedule for this item is the direct cost of the subcontractor without markup by F&B.

Part 3: Prepare Construction Documents for Repairs

Upon direction from the Client based on the inspection and recommendations provided by F&B, we will prepare detailed construction documents and specifications for repairs to the various components and areas. It should be noted that until the inspection is completed, the full scale of work under this part is not known. The not to exceed amount indicated in the fee schedule is believed to be adequate to address the required repairs, but if the inspection reveals substantially more work than currently anticipated, it may require additional funds. If this occurs, support and substantiation would be provided to Client for approval.

Part 4: Bidding Services

For the purposes of this proposal, 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 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 Time and Material Not to Exceed (TMNE) prices:

Part 1 - Field Inspection and Reporting	\$ 4,000.00 (TMNE)
Part 2 - Field Inspection Assistance	\$ 9,000.00 (TMNE)
Part 3 - Repair Plans	\$ 10,000.00 (TMNE)
Part 4 - Bidding Services	\$ 2,000.00 (TMNE)
Part 5 - Services During Construction	\$ 3,000.00 (TMNE)

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 I of the above Scope of Services will be completed within 30 calendar days of the approval of this proposal. The design services (Part 3) and construction documents will be completed within 45 calendar days of the approval of recommendations and direction is provided by Client. 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.

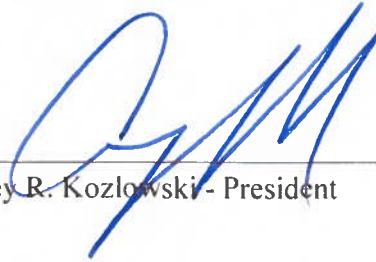
Dennis Bowman, P.E.
F & B Engineering
34 N. Chestnut St. Ste 202
Jefferson, Ohio 44047



Dennis Bowman, P.E.

Date 8-11-26

Ashtabula County Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047



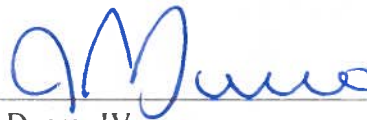
Casey R. Kozlowski - President

Date 8-25-26



Kathryn L. Whittington - Vice President

Date 8-25-26



J.P. Ducro, IV

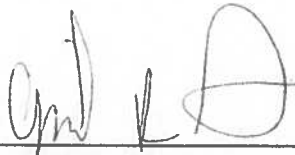
Date 8-25-26

Signature Page

AGREEMENT TITLE: Agreement for Professional Consulting Services

APPROVED as to Legal Form Only.

Approved by: _____



April R. Grabman
Ashtabula County Prosecutor

Dated: _____

8/12/26

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 Juvenile Court Contract Projects.

In the amount of \$28,000 for year 2026 and free from any previous encumbrances.

Agreement Title: Agreement with F&B Engineering for 4717 Drive Through Canopy and Driveway Repairs.

A handwritten signature in blue ink, appearing to read 'Scott Yamamoto', followed by a horizontal line.

Scott Yamamoto, Ashtabula County Auditor

Contact: Kathy Thompson

Date: August 12, 2026