

RESOLUTION APPROVING PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH F & B ENGINEERING, INC. FOR PREPARATION OF CONSTRUCTION DOCUMENTS WITH ASHTABULA COUNTY FOR THE ASHTABULA COUNTY COURTHOUSE OFFICE ALTERATION PROJECT

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: Prepare construction documents for competitive contractor pricing for proposed alterations for relocation of Probate Court to the former Law Library area and for the relocation of Western County Court to the former Probate space.

COST: Not to Exceed, \$5,500.00

TERM: To be completed within 45 calendar days after approval is received to proceed.

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. 2026-378

September 10, 2026

**RESOLUTION APPROVING PROFESSIONAL CONSULTING SERVICES
AGREEMENT WITH F & B ENGINEERING, INC. FOR PREPARATION OF
CONSTRUCTION DOCUMENTS WITH ASHTABULA COUNTY FOR THE
ASHTABULA COUNTY COURTHOUSE OFFICE ALTERATION PROJECTS**

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

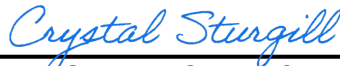
VOTE:

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

September 2, 2026

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

RE: Proposal/Agreement for Professional Consulting Services
Ashtabula County Courthouse Office Alteration Plans

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 office alterations to two offices in the Ashtabula County Courthouse. This Proposal outlines the professional services F&B will provide in support of the project.

Scope of Services

Part 1: Preparation of Construction Documents and Specifications

F&B will prepare construction documents suitable for competitive contractor pricing for proposed alterations to two office spaces within the Ashtabula County Courthouse. The first project will involve relocating the Probate Court to the former law library and creating a dedicated entry area to provide separation between public and staff areas. Improvements will include new partition walls, entry doors, a service counter and transaction window, new flooring and finishes as required, and access control provisions. The Western County Court will also be relocated from Geneva, Ohio, to the Ashtabula County Courthouse in Jefferson, with similar modifications to establish a dedicated public entry and separation between public and staff areas. In addition, F&B will design a new accessible toilet room to serve the Western County Court office. The scope includes site visits as needed to verify existing construction and measure the areas for preparation of the drawings. The construction documents will include the plans, details, and specifications, as needed to facilitate contractor bidding and construction of the proposed improvements

Fee and Billing

F&B will accomplish work indicated in the aforementioned Scope of Services for the following lump sum prices:

Part 1 - Preparation of Construction Documents and Specifications

\$ 5,500.00

The above scope of services and fee schedule does not include fees associated with asbestos abatement or construction material testing. 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

The construction documents for the Probate Court area will be completed within 45 calendars days after approval is received to proceed with the work. The construction documents for the Western County Court area will be completed within and additional 30 days after completion of the Probate Court documents.

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.

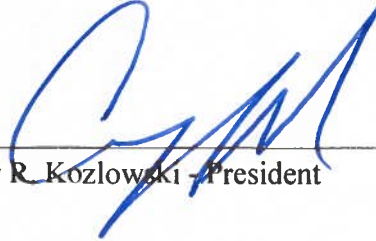
Dennis Bowman, P.E.
F & B Engineering
34 N. Chestnut St. Ste 202
Jefferson, Ohio 44047



Dennis Bowman, P.E.

Date 9-2-26

Ashtabula County Commissioners
25 West Jefferson Street
Jefferson, Ohio 44047



Casey R. Kozlowski - President

Date 9-10-26



Kathryn L. Whittington - Vice President

Date 9-10-26



J.P. Ducro, IV

Date 9-10-26

Signature Page

AGREEMENT TITLE: Proposal/Agreement for Professional Consulting Services Ashtabula County Courthouse Office Alteration Plans

APPROVED as to Legal Form Only.

Approved by: _____



April R. Grabman
Ashtabula County Prosecutor

Dated: _____

9/13/26

Reviewed by Earl F. Stoll, Assistant Prosecutor ES

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: **4002.001.100-603 PI contract projects**

In the amount of **\$5,500.00 for year 2026** and free from any previous encumbrances.

Agreement Title: Agreement with F & B Engineering for Ashtabula County Courthouse Office Alteration Plans.

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

Scott Yamamoto, Ashtabula County Auditor

Contact: Kathy Thompson

Date: September 3, 2026