

RESOLUTION NO.: 57-2024
INTRODUCED BY: Mayor Thomas

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR 2024 SITE PLAN REVIEWS.

WHEREAS, CT Consultants, Inc. has proposed to provide professional engineering services to the City for site plan reviews for 2024 as provided in its Task Order No. 09, generally under the terms of the Agreement between the City and CT for Professional Services dated November 8, 2023, for the compensation on an hourly basis per review for a total fee not to exceed Thirty Thousand Dollars (\$30,000);

WHEREAS, the Mayor and the Building Commissioner have recommended to this Council, and this Council desires to enter into, an agreement with CT Consultants, Inc. for such site plan review services.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized to enter into an agreement with CT Consultants, Inc. for plan review services for 2024 as set forth in Task Order No. 09, attached hereto as Exhibit A, for an amount not to exceed \$30,000.

Section 2: The Director of Finance is authorized to utilize Fund Nos. 100-4400-52130 and 100-6450-52130 for the cost of the Agreement authorized in Section 1 above.

Section 3: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 4: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

PASSED: April 9, 2024

APPROVED: April 9, 2024

ATTEST: Tracey Blair
Tracey Blair
Clerk of Council

Kim A. Thomas, Mayor
Bobby Jordan
Bobby Jordan
President of Council

EXHIBIT A

This is Attachment 1, Suggested Form of Task Order, referred to in and part of the Agreement between Owner and CT for Professional Services – Task Order Edition dated November 8, 2023.

This is Task Order No. 09,
consisting of 4 pages and EXHIBIT A

Task Order

(NOTE TO USER: Modify as to scope, compensation, schedule, Owner's responsibilities, and other key items.)

In accordance with Paragraph 1.01 of the Agreement Between Owner and CT for Professional Services – Task Order Edition, dated November 8, 2023 ("Agreement"), Owner and CT agree as follows:

1. Background Data

- a. Effective Date of Task Order: March 25, 2024
- b. Owner: City of Richmond Heights
- c. CT: Justin Haselton, P.E., CPESC, LEED AP
- d. Specific Project (title): 2024 Site Plan Reviews
- e. Specific Project (description): Refer to the Project Proposal Document attached to this Task Order No. 09

2. Services of CT

Refer to the attached Exhibit A document: "2024 Site Plan Reviews" Project Proposal for details.

3. Additional Services

- A. Refer to the attached Exhibit A document for Additional Services.
- B. Additional Services and any changes from the proposed scope that may be necessary to render for this specific project under Task Order No. 09 will be mutually agreed upon and a written authorization by the Owner will be required.

4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and subject to the following.

5. Task Order Schedule

The parties intent to meet the schedule shown in the attached Exhibit A document. The schedule may be revised and amended based on Owner's and appropriate commissions and agencies' response and approval time.

6. Payments to CT

Refer to the attached Exhibit A document for the proposed fee.

7. Consultants retained as of the Effective Date of the Task Order: March 25, 2024.

8. Other Modifications to Agreement and Exhibits: The following provisions of the Agreement shall not apply to this Task Order No. 9.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 9. No reimbursable expenses shall be payable to CT without written prior approval of the CITY.
- Paragraph 6.06, Suspension and Termination, subparagraph 6.06 F., Payments upon Termination, shall not apply to Task Order No. 9. Upon termination of the Agreement, CT will be entitled to invoice the CITY solely for the pro-rated cost of CT's professional services provided through the effective date of termination.
- Paragraph 6.11, Indemnification, subparagraphs B. and D. with respect to the CITY's indemnification of CT, shall not be applicable to Task Order No. 9.

9. Attachments: Exhibit A: 2024 Site Plan Reviews

10. Other Documents Incorporated by Reference: N/A

11. Terms and Conditions

Execution of this Task Order by Owner and CT shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. CT is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is March 6, 2024.

OWNER:

CT:

By: _____

By: 

Print Name: _____

Print Name: Samer Awadallah P.E., PTOE

Title: _____

Title: Market Leader

CT License or Firm's Certificate

No. (if required): _____

State of: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: _____

Name: Justin Haselton, P.E.

Title: _____

Title: Cleveland Region Leader

Address: _____

Address: North Point Tower
1001 Lakeside Ave. E. Suite 1005
Cleveland, OH 44114

E-Mail

E-Mail jhaselton@ctconsultants.com

Address: _____

Address: _____

Phone: _____

Phone: 440-227-1018



EXHIBIT A – TASK ORDER 09

March 25, 2024

Mr. Bill Gallagher, AIA NCARB
Building Commissioner
26789 Highland Road
Richmond Heights, Ohio 44143

***Re: Proposal for Engineering Services
2024 Site Plan Reviews***

Dear Mr. Gallagher:

CT Consultants, Inc. (CT) is pleased to submit for your consideration this proposal to provide Engineering Services to the City of Richmond Heights. The following will confirm our understanding of the project and the scope of our services.

SCOPE OF SERVICES

The City of Richmond Heights requires CT Consultants, Inc to provide site plan reviews for projects in the city. Once each review is complete and the plans are ready to be approved, we will provide our plan review fee to the Richmond Heights Building Department to be included in the permit fee and paid by the owner.

FEE

CT will accomplish the work outlined in the Scope of Services on an hourly basis per review for a total fee not to exceed \$30,000, unless prior authorization is given.

This fee was derived from the anticipated reviews for 2024. Each project will be billed separately.

The fee will include the services rendered in the Scope of Services and include the following categories of expenses: transportation (including mileage) for the meetings and site visits required to complete the tasks.

Any change from the proposed work will require a change in the authorized fee, whether such change increases or decreases the total proposed fee. Invoices will be submitted monthly upon that portion of work actually completed during the month. Invoices are due upon receipt and past due 30-days after receipt.

1001 Lakeside Ave. E. Suite 1005 | Cleveland | OH | 44114 | 440-951-9000 | www.ctconsultants.com

Mr. Bill Gallagher
Building Commissioner
March 25, 2024



CLOSURE

If you concur with these terms and wish us to proceed with the aforementioned work, please sign Task Order 9.

We at CT Consultants, Inc. look forward to the continued opportunity to provide Professional Services to the City of Richmond Heights. Thank you for your consideration.

Respectfully,

CT CONSULTANTS, INC.

A handwritten signature in blue ink that reads "Justin Haselton". The signature is written in a cursive, flowing style.

Justin Haselton, P.E., CPESC

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