

RESOLUTION NO.: 11-2025  
INTRODUCED BY: Mayor Thomas

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH CT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR SITE PLAN REVIEWS FOR 2025.**

WHEREAS, CT Consultants, Inc. has proposed to provide professional engineering services consisting of site plan reviews as necessary for the year 2025, excluding Belle Oaks site plan reviews, as provided in its Task Order No. 16, generally under the terms of the Agreement between the City and CT for Professional Services dated November 8, 2023, for compensation on an hourly basis for a total fee not to exceed Twenty Thousand Dollars (\$20,000.00);

WHEREAS, this Council desires to enter into an agreement with CT Consultants, Inc. for such engineering 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 engineering consisting of site plan reviews as necessary for the year 2025, excluding Belle Oaks plan reviews, as provided in its Task Order No. 16, attached hereto as Exhibit A, for an amount not to exceed \$20,000.00.


Section 2: The Director of Finance is authorized to utilize Fund No. 100-6450-52130 or 100-4400-53130 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: January 14, 2025

APPROVED: January 14, 2025

  
Kim A. Thomas, Mayor

ATTEST: Tracey Blair  
Tracey Blair  
Clerk of Council

  
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. 16,  
consisting of 4 pages and EXHIBIT A

### **Task Order**

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: January 1, 2025
- b. Owner: City of Richmond Heights
- c. CT: Justin Hasekton, P.E., CPESC, LEED AP
- d. Specific Project (title): 2025 Site Plan Reviews
- e. Specific Project (description): Refer to the Project Proposal Document attached to this Task Order No. 16

#### **2. Services of CT**

Refer to the attached Exhibit A document: "2025 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. 16 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: January 1, 2025.**

**8. Other Modifications to Agreement and Exhibits:** The following provisions of the Agreement shall not apply to this Task Order No. 16.

- Paragraph 2.04 of the Agreement with respect to Reimbursable Expenses, shall not apply to Task Order No. 16. 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. 16. 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. 16.

**9. Attachments: Exhibit A: 2025 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 January 1, 2025.

OWNER:

CT:

By: \_\_\_\_\_

By: 

Print Name: \_\_\_\_\_

Print Name: Samer Awadallah P.E.

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@ckconsultants.com

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: 440-227-1018

**This is Attachment 2, Standard Hourly Rate Schedule  
referred to in and part of the Agreement between  
Owner and CT for Professional Services – Task Order  
Edition dated November 8, 2023.**

**Standard Hourly Rates Schedule**

A schedule of hourly rates by personnel classifications is provided as reference. The complexities of a task and/or project may not require special expertise; however, our schedule includes those employees with specialized skills available to assist with projects and tasks requested.

The following standard hourly rates are subject to review and adjustment per the Agreement. Hourly rates for services as of the Effective Date of the Task Order are:

Classification	Billing Rate (/HR)	
	From	To
Survey Technician	40	99
Survey Party Chief	95	150
Senior Office Surveyor	120	225
Construction Representatives	85	130
Construction Admin Specialist	90	140
Senior Construction Representative	110	155
Construction Project Manager	120	220
CAD Technician	85	110
Designer 1,2,3	80	140
Landscape Architect	98	185
Architect 1-3	75	155
Project, Senior, Principal Architect	130	225
Co-op/Intern	45	80
Clerical	40	85
GIS, Field Technician	50	82
GIS Specialist	100	135
Assistant Planner	80	130
Planner 3	120	175
Senior Planner	160	215
Engineer 1 & 2	85	120
Staff Engineer 3	120	155
Project, Senior Engineer	141	272
Project Principal	170	289
Grant Writing/ Funding Specialist	150	190

*Rates include materials, supplies, reproduction costs, clerical, and overhead. Rates are firm through July 2024 and are subject to adjustments in succeeding years.*



## EXHIBIT A – TASK ORDER 16

December 11, 2024

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

**Re:   *Proposal for Engineering Services***  
      ***2025 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. The reviews in this proposal will not include Belle Oaks. Those site plan reviews will be handled separately.

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 \$20,000, unless prior authorization is given.

This fee was derived from the anticipated reviews for 2025. 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.

1001 Lakeside Ave. E | Suite 1005 | Cleveland | OH | 44114 | 440.951.9000 | [www.ctconsultants.com](http://www.ctconsultants.com)

Mr. Bill Gallagher  
Building Commissioner  
December 11, 2024



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.

**CLOSURE**

If you concur with these terms and wish us to proceed with the aforementioned work, please sign Task Order 16.

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.**

Justin Haselton, P.E., CPESC

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