

## RESOLUTION 107-2024

*Agreement with Associated Consulting Solutions, LLC*

Cuyahoga County, Ohio

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Olmsted Township, State of Ohio that: the Olmsted Township Board of Trustees hereby execute the attached agreement with Associated Consulting Solutions, LLC Said Agreement is marked as Exhibit A and attached hereto and made a part of here of as though fully rewritten herein.

**BE IT FURTHER RESOLVED** that it is hereby found and determined that all formal actions of this Board of Township Trustees concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board 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.

Adopted the 31<sup>st</sup> day of October, 2024

Attest: Brian W. Gillitt  
Township Fiscal Officer

Riley A. Crisler  
John J. W.  
Thomas Bell  
Township Trustees



# Associated Consulting Solutions, Inc.

Governmental Solutions, Plan Review Services, Inspection Services, Education & Design Services

October 24, 2024

Board of Township Trustees  
Olmsted Township  
7900 Fitch Road,  
Olmsted Township, Ohio 44138

***Re: Proposal for Building Department  
Consulting Services***

Dear Board of Township Trustees,

Associated Consulting Solutions, Inc. (ACS) is pleased to provide this proposal to Olmsted Township for Building Department Consulting Services. ACS will provide these services for the Olmsted Township Building Department hereinafter referred to as the Township in accordance with the Professional Services Agreement Between Olmsted Township, Ohio and Associated Consulting Solutions, Inc.

## **Scope of Services**

### **Residential & Commercial Building Official Consulting Services**

- A. ACS can provide building official services by an experienced expert to assist and back up the building official as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. Additionally, services may include pre-application & post-application meetings and code consultations with owners, owner's representatives, government agencies, consultation and preparation of adjudication orders, and attending adjudication hearings.
- B. Residential and commercial building official services will be performed by Jerry Flanik, Building Official/Plans Examiner Certificate No. 464.

- C. ACS will provide support of current procedures in the building department and implement additional procedures to conform with the rules of the Ohio Board of Building Standards. ACS will provide education development and assistance for department staff to be more effective in both technical and administrative functions within the department.
- D. Work with the building official regarding the development and implementation of department standards that may include pre-application checklists, project close-out checklists, project tracking, plan review logs, certificate of plan approvals, and various other documents to conform with the rules of the Ohio Board of Building Standards.
- E. Building Official assistance regarding residential and commercial inspections as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. Building, electrical, mechanical, and fire protection inspections will be performed by Jerry Flanik, Building Official Certificate No. 464.

#### **Residential & Commercial Plan Review**

- A. ACS can provide residential plan review & commercial plan review services as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. A code expert with specialized expertise in building, electrical, mechanical, and fire protection disciplines will provide plan reviews.
- B. Plan reviews will be professionally prepared and communicated to the Building Official in a formal plan review letter. Work will be performed by Jerry Flanik, Building Official/Plans Examiner Certificate No. 464.

#### **Fee and Billing**

We will accomplish the work outlined in our Scope of Services for Olmsted Township on an hourly basis. Invoices will be submitted monthly based on that portion of work completed during the month. Invoices are due upon receipt and past due 30-days after receipt.

#### **Rates are as follows:**

Commercial/Residential Building Official Consulting Services	\$130.00/hour
Commercial Building, Electrical, Mechanical, & Fire Protection Plan Reviews	\$125.00/hour
Residential Building, Electrical, Mechanical, & Fire Protection Plan Reviews	\$100.00/hour

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## Conclusion

We look forward to the opportunity to provide these professional services for Olmsted Township. If you concur with these terms and wish to proceed with the aforementioned work, then please sign and return one (1) copy of this Agreement. Work can begin upon receipt of signed Agreement. Please feel free to contact Jerry Flanik at 216-256-3556 if you have any further questions or require additional information.

Sincerely,



Jerry Flanik, President  
Project Manager

## Associated Consulting Solutions, Inc.

### **PROFESSIONAL SERVICES AGREEMENT BETWEEN OLMSTED TOWNSHIP, OHIO AND ASSOCIATED CONSULTING SOLUTIONS, Inc.**

This Professional Services Agreement (hereinafter referred to as "Agreement"), is made as of this 24<sup>th</sup> day of October 2024, between Olmsted Township, Ohio, (herein after referred to as "Township"), located at 7900 Fitch Road, Olmsted Township, Ohio 44138, and Associated Consulting Solutions, Inc., (herein after referred to as "ACS"), located at 9671 Oxford Glen Drive, Mentor, Ohio 44060.

#### **REPRESENTATION:**

ACS is a specialized construction industry-consulting firm whose services are limited to the interaction of the Ohio and International Building Codes to governmental agencies, as well as the architectural, engineering, and construction disciplines.

#### **WITNESSETH:**

**IN CONSIDERATION** of the mutual covenants hereinafter contained and mutual benefit to be derived by the parties from the performance hereof, the parties herein agree as follows:

#### **SCOPE OF SERVICES:**

##### **Residential & Commercial Building Official Consulting Services**

- A. ACS can provide building official services by an experienced expert to assist and back up the building official as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. Additionally, services may include pre-application & post-application meetings and code consultations with owners, owner's representatives, government agencies, consultation and preparation of adjudication orders, and attending adjudication hearings.
- B. Residential and commercial building official services will be performed by Jerry Flanik, Building Official/Plans Examiner Certificate No. 464.
- C. ACS will provide support of current procedures in the building department and implement additional procedures to conform with the rules of the Ohio Board of Building Standards.

ACS will provide education development and assistance for department staff to be more effective in both technical and administrative functions within the department.

- D. Work with the building official regarding the development and implementation of department standards that may include pre-application checklists, project close-out checklists, project tracking, plan review logs, certificate of plan approvals, and various other documents to conform with the rules of the Ohio Board of Building Standards.
- E. Building Official assistance regarding residential and commercial inspections as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. Building, electrical, mechanical, and fire protection inspections will be performed by Jerry Flanik, Building Official Certificate No. 464.

#### **Residential & Commercial Plan Review**

- C. ACS can provide residential plan review & commercial plan review services as required by the Residential Code of Ohio for One, Two, & Three Family Dwellings and the Ohio Building Code. A code expert with specialized expertise in building, electrical, mechanical, and fire protection disciplines will provide plan reviews.
- D. Plan reviews will be professionally prepared and communicated to the Building Official in a formal plan review letter. Work will be performed by Jerry Flanik, Building Official/Plans Examiner Certificate No. 464.

#### **ACS COMPENSATION:**

ACS contract with the Township is an hourly rate contract. ACS shall bill the Township the following hourly rates for services:

Commercial/Residential Building Official & Consulting Services	\$130.00/hour
Commercial Building, Electrical, Mechanical, & Fire Protection Plan Reviews	\$125.00/hour
Residential Building, Electrical, Mechanical, & Fire Protection Plan Reviews	\$100.00/hour

#### **Special Rates:**

ACS shall charge the Township at a rate of \$150.00 per hour for time associated for preparation and/or participation regarding board of appeals hearings, legal depositions, and litigation trials.

## **PAYMENT TERMS**

Invoices will be submitted monthly based on that portion of work completed during the month. Invoices are due upon receipt. Outstanding balances in arrearage more than thirty (30) days shall carry a finance charge 1.5 % per month or 18% per annum.

## **TERM**

ACS shall start work on this contract promptly upon its execution with the Township and shall continue until the defined work scope is terminated. ACS hourly rate is fixed on this contract for a twelve (12) month period from the date of contract signing, should the work scope under this contract be extended by the Township for a period of time greater than one year or more, ACS hourly rate under this contract shall increase by 5% for every 12-month period that the contract period is extended when mutually agreed by both parties.

## **TERMINATION:**

Either party can terminate this contract in writing at any time for any reason, with or without cause. The Township is responsible to pay ACS for all time expended under this contract up until the time of contract termination, no matter how the Township classifies said termination.

In the event that ACS services are terminated by either party, and Township owes ACS for monies earned and not paid by Township, and ACS must litigate for collection of debt, Township shall pay ACS for all fees associated with ACS efforts to recover such fees including but not limited to court cost, attorney fees and expert fees.

## **INSURANCE**

Associated Consulting Solutions, Inc. shall maintain \$1,000,000/\$2,000,000 of professional liability insurance and \$1,000,000/\$2,000,000 of commercial general liability insurance at its own expense throughout the term of this Agreement.

Associated Consulting Solutions, Inc.  
9671 Oxford Glen Drive  
Mentor, Ohio 44060



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Jerry Flanik, President

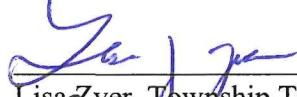
Date: October 24, 2024

Board of Township Trustees  
Olmsted Township  
7900 Fitch Road  
Olmsted Township, Ohio 44138



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Tom Cole, Township Trustee



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Lisa Zver, Township Trustee



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Riley Alton, Township Trustee

Date: 10-31-2024

