

PERSONAL SERVICES CONTRACT  
between  
CITY OF GAHANNA, OHIO  
and  
ASEBROOK & CO. ARCHITECTS

This Agreement is entered into by and between the City of Gahanna (hereinafter referred to as "City"), and Asebrook & Co. Architects (hereinafter referred to as "Contractor"), who hereby agree to the terms and conditions set forth in this contract:

The parties hereto agree to the following provisions:

- a) In exchange for consideration herein stated, the Contractor agrees to provide personal services and perform the following functions for the City:
- As back-up Ohio Certified Residential Building Official, Residential Plans Examiner, and Residential Building Inspector in accordance with the Residential Code of Ohio (RCO)
  - As back-up Ohio Certified Building Official in accordance with the Ohio Building Code (OBC)
  - As back-up Ohio Certified Master Plans Examiner in accordance with the Ohio Building Code
  - As back-up Ohio Certified Building Inspector in accordance with the Ohio Building Code
  - As back-up Ohio Certified Electrical Safety Inspector in accordance with the Ohio Building Code and Residential Code of Ohio
  - Review plans for conformance with the RCO and return plans to the City within 15 calendar days of receipt of plans
  - Review plans for conformance with the OBC and return plans to the City within 21 calendar days of receipt of plans
  - Upon completion of plan reviews, provide to the City a review or compliance letter in the form established by the City
  - Upon completion of building inspections, provide to the City a daily report on the inspections performed indicating project name, address, and status of inspection and any necessary notes – before 9:00am of the following work day
  - Provide preliminary plan review services when requested and authorized by the City
  - Act as the City's representative at hearings before the City Board of Building and Zoning Appeals
  - Act as the City's representative at hearings before the Ohio Board of Building Appeals
  - Furnish monthly report indicating name, address, (and number of hours if OBC project) for review of each plan
  - Furnish an annual report of plan review services indicating the project address, project name, construction type, building area, and construction cost for OBC plan reviews

- Furnish an annual report of plan review services indicating the project address, owner, building area and construction cost for RCO plan reviews
- b) Contractor is to utilize all time necessary to perform the functions and fulfill the requirements of the projects as outlined by the City. Contractor understands the City functions during the normal business hours of 8:00am and 5:00pm, Monday through Friday, and is closed for all legal holidays.
- c) Contractor will be required to update the Director of Planning & Development or his designee at least once each month regarding the plan reviews and inspections. Any deviation by the City from the requirements and functions listed above will be communicated from the Director of Planning & Development. Should the Contractor desire to deviate from the requirements and functions listed above, the Contractor must obtain approval, in writing, from the Director of Planning & Development.
- d) It is understood between the parties that the Contractor will exercise the level of skill and care ordinarily exercised by those performing services within the same profession under similar circumstances to carry out the work required and shall provide services in an efficient, professional, and courteous manner.
- e) Contractor will document hours worked and tasks completed as required by the Director of Planning & Development.
- f) Contractor agrees to carry sufficient professional liability and Workers' Compensation insurance policies which are in effect and will remain in effect throughout the duration of this project. Contractor shall furnish the City with a Certificate of Insurance for a minimum of \$1 million per occurrence for professional liability insurance at the start of the contract. The amount of recoverable damages for any error or omission, or negligence by the Contractor shall be limited to the firm's available professional liability coverage.
- g) Contractor shall hold the City harmless for any loss or damage he may incur as a result of this contractual relationship.
- h) Contractor will be required to provide own transportation and general office supplies. Contractor agrees all work performed and any documentation resulting from the projects must be turned over to the City at the completion of the projects or end of this contract, whichever event is first.
- i) In consideration for providing the said personal services, the City will pay Contractor for professional services as outlined in the attached fee schedule and all expenses as outlined. Contractor will submit monthly invoices.
- j) This personal services contract commences January 1, 2014 and expires December 31, 2014.

- k) Either party may terminate this Agreement for any reason, in whole or in part, by the giving of fifteen (15) days written notice to the other party. This contract shall be subject to immediate termination by the City when the City has exhausted all funds legally available for all payments due under such contract.
- l) It is further agreed that the City may terminate this Agreement immediately should Contractor engage in any of the following:
- dishonesty of a material nature that relates to the performance of services under this Agreement
  - criminal conduct that relates to the performance of services under this Agreement or that undermines Contractor's ability to perform services under this Agreement
  - fails to satisfactorily perform duties as outlined in the Agreement and the City shall have no other financial or other obligations under the Agreement thereafter
- m) The parties hereto specifically agree that the Contractor is not to be deemed an employee for any purpose whatsoever. In that regard, said Contractor is solely in charge of his work schedule and work product. The City and its officers and employees shall not exercise any supervisory control over said Independent Contractor.
- n) The fee and services described herein comprise the whole and complete requirements of the Contractor and City.
- o) This contract is between an Independent Contractor and the City of Gahanna and is not a contract of employment.
- p) If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect.
- q) This Agreement supersedes any and all other agreements, either oral or written, between the parties with respect to the Contractor providing services to the City. Each party to the Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, that are not embodied herein, and that no agreement, statement, or promise not contained in the Agreement shall be valid or binding.
- r) Neither Contractor nor the City may modify, amend, or waive the terms of this Agreement other than by a written instrument signed by the City and Contractor.
- s) Either party's waiver of the other party's compliance with any provision of this Agreement is not a waiver of any other provision of this Agreement or of any subsequent breach by such party of a provision of this Agreement.

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF GAHANNA  
200 S. HAMILTON ROAD  
GAHANNA, OH 43230

ASEBROOK & CO. ARCHITECTS  
454 E. MAIN STREET – SUITE 236  
COLUMBUS, OH 43215  
(614) 224-2300

BY:

BY:

\_\_\_\_\_  
REBECCA W. STINCHCOMB, MAYOR

APPROVED AS TO FORM:

\_\_\_\_\_  
SHANE W. EWALD  
CITY ATTORNEY

## FEE SCHEDULE

### Residential 1, 2, & 3 Family Dwelling Units

|                                   |               |
|-----------------------------------|---------------|
| Fixed Fee (Individual Residence)  | \$110.00 each |
| Resubmitted and Minor Alterations | \$65.00 each  |

### Non-Residential (OBC) Plan Review

|                   |                  |
|-------------------|------------------|
| Building Official | \$90.00 per hour |
| Plans Examiner    | \$78.00 per hour |

### Building Inspection Services

\$65.00 per hour

### Additional Services (as requested by the City)

\$90.00 per hour

### Direct Expenses (cost plus 10%)

|                                         |                  |
|-----------------------------------------|------------------|
| Mileage (Rate permitted by the IRS)     | \$0.555 per mile |
| Postage and Delivery                    | Actual cost      |
| Copying and Reproduction (if necessary) | Actual cost      |

### Electrical inspection Services

The City will pay the Contractor, as defined in Section 1315.04 of the Codified Ordinances of Gahanna, a percentage of the electrical permit fees charged and collected by the City based on the fee schedule as set forth by the City.