COUNTY OF OSCEOLA
BOARD OF COMMISSIONERS'
BUILDING, TECHNOLOGY & ECONOMIC DEVELOPMENT/PUBLIC SAFETY/
HEALTH & HUMAN SERVICES COMMITTEE

AGENDA

Tuesday, January 3, 2017
301 West Upton Ave., Reed City, Michigan
2nd Floor, Board of Commissioners' Room
12:00 p.m. or following Board of Commissioners' Meeting

1. Meeting Called to Order by Chairperson.

2. Additions or Deletions to the Agenda – Approval of the Agenda.


4. Board/Employee Comments.

5. Consider Approval of the Minutes of October 5, 2016.

6. Old Business:
   B. Discuss Building Security.
   C. Discuss Future Use of Library Space at Annex Building:
      a. Annex Building Upgrade Project Proposals


8. Board Comments.

9. Extended Public Comments (Six Minute Limit).

10. Adjournment.

PUBLIC COMMENT

The Committee welcomes public comment. We appreciate your attendance and look forward to hearing any concerns you may have. We request that the following rules of procedure be followed: At the beginning and at the end of each Committee meeting, there is time to receive public comment from the audience. If you wish to address the Committee, we ask that you stand, give your name and present your concern. If you wish to speak while the Committee is addressing a specific issue, you are asked to make arrangements ahead of time with the Committee Chairperson. No comments or questions will be taken at any other time.

If you should require special assistance in order to attend the meeting, please notify the County Coordinator at (231) 832-6196, twenty-four (24) hours before the posted meeting time, for arrangements to be made.
Meeting Called to Order by Chairperson Gregory at 12:36 p.m.

**Members Present:** Commissioners Mark Gregory, Roger Elkins and Jack Nehmer.

**Others:** Pete Carlson - Community Corrections, Paula Garver - Circuit Court Probation and Parole, Don LaBrenz II – Building Official, and Susan Vander Pol - County Coordinator.

Additions or Deletions to the Agenda - None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the agenda. Motion was unanimously supported.

Public Comments - None.

**Employee Comments** – Susan updated the Commissioners on an incident that occurred within one of the restrooms in the main courthouse.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the minutes of July 19, 2016. Motion was unanimously supported.

Old Business:

**Discuss Building Security**
Commissioners Nehmer and Elkins updated the committee members on the visits with Mecosta and Lake counties to view their security. Education and training people in the building seem to be critical in providing security. The new telephone system could have a paging and security alert option. The location and functions of the various offices and courtrooms were discussed. The committee members and others present discussed items regarding building security and adding personnel to do the screenings.

Brief discussion was held on security for the service window for the Register of Deeds’ Office. Mrs. Crawford is out of town and the committee members asked for this to be discussed when she can attend along with the Maintenance Working Supervisor. Commissioner Gregory has met with the Register of Deeds.

Mr. LaBrenz II provided information on the north entrance of the main county building. He said there is enough room out front to put a vestibule with security and provide ingress and egress. The steps could be eliminated. The ramps would flow from either direction and provide an area to keep people out of the elements. The area downstairs is only 6 x 6 and only big enough for a vestibule. The Committee would like the Board of Commissioners to hire an architect/engineering firm to design the vestibule.

Brief discussion was held on the need to replace our county wide Centrex telephone system and potential enhancement of functions to include public address and security notification systems.
Discuss Future Use of Library Space at Annex Building.
Discussion was continued on renovating the space to provide additional security, a single public entrance, storage needs and lobby/waiting areas for people. Susan contacted the two architect/engineering firms the County has used for projects and they have expressed interest in working on this project. The Commissioners asked for further discussion on this be placed on the next Committee of the Whole agenda. They would like to further explore the following:

- Changing the east entrance at the Annex building to a public entrance
- Using the north entrance for only Probation and Parole department and Community Corrections functions
- South entrance designed as an employee entrance
- Renovation of space for a waiting area and storage
- Installation of an elevator.

Discussion was also held on changing restrooms from single sex to unisex facilities.

New Business: None.

Board Comments – None.

Extended Public Comments (Six Minute Limit) - None.

The meeting adjourned 1:30 p.m.

Respectfully submitted,

Susan M. Vander Pol
Osceola County Coordinator
Proposal
November 30, 2016

Client: Osceola County
Project: Osceola County Annex Building Upgrade
Contact: Ms. Susan Vander Pol
Address: 301 West Upton Avenue, Reed City, MI 49677

Thank you for the opportunity to prepare this proposal. Please review the following scope of work and estimated costs and contact us at 231-722-3407 if you have any questions.

Scope of Work
Hooker DeJong will provide professional engineering services from schematic design through the construction administration phase. A full set of construction drawings and specifications will be provided. The services shall include required project management. HDJ will evaluate the existing building structure, systems and current needs as well as the future needs for the facility. Recommendations will be made to Osceola County prior to preparing construction documents. As a full service firm, HDJ will not require outside consultants or companies to render the feasibility study. Rob Gustafson, PE, LEED AP, will be the Project Manager and is a fully licensed professional engineer.

The construction documents shall be developed at a level appropriate to solicit competitive construction bids. Documents will include the development of floor plans, site plans as well as relevant schedules and details.

- The professional design service provider will respond to normal bid questions, process addenda, and will be available as reasonably required to help convey the intent of the drawings and specifications during the bidding period.
- The professional design service provider will attend a pre-bid meeting.
- The professional design service provider shall make up to (5) site visits during the course of the project to address relevant issues that may arise during construction. However, the professional design service provider is expected to make as many site visits as are reasonably necessary when issues are the result of errors or omissions in their own work.
- The professional design service provider will process critical shop drawings.
- The professional design service provider will process Requests for Information and will be available as reasonably required to help convey the intent of the drawings and specifications throughout construction.

Estimated Cost
HDJ will provide a feasibility report for a lump sum fee of $8,500 (85 hours total) which includes all reimbursable expenses. HDJ will present the feasibility report to the board of commissioners.

HDJ will provide professional services to include Architectural, Civil, Structural, Mechanical, Plumbing, and Electrical design services and construction administration for 8.5% of the overall construction value of the project. A lump sum fee will be provided once the construction value is determined.
Attachments
Please find our standard terms & conditions attached for your review.

Authorization
If you find the terms and conditions of this proposal acceptable, you may fax an executed copy to 231-722-2589 or email to cindyk@hdjinc.com. Our services will be rendered in general accordance with the AIA B101 Standard Form of Agreement between Owner and Architect. HDJ will begin work upon receipt of your approval.

We look forward to working with you on this project.

Authorized Signature/Hooker DeJong

November 30, 2016
Date

________________________________________
Authorized Signature/Client

Date
REQUEST FOR PROPOSAL for Feasibility Study and Professional Design Services

The following proposal is submitted for the Osceola County Annex Building Upgrade Project. The vendor has reviewed the Request for Proposals Specifications and submits the following:

FEASIBILITY STUDY PROPOSAL TOTAL: $8,500 (includes all reimbursables)

ENGINEERING/CONSTRUCTION/PROJECT MANAGER TOTAL: 8.5% of total construction costs

Proposal total must be on a County form in a sealed envelope and clearly marked "Proposal for Feasibility Study and Professional Design Services for Osceola County Annex Building" and is due by 1:00 p.m. on December 1, 2016. No late proposals will be accepted unless waived by the County Coordinator.

No Vendor may withdraw a Proposal within 90 days of the Proposal Due Date.

Osceola County reserves the right to accept or reject any or all Proposals, in whole or in part, and to waive irregularities in any proposal in the interest of the County.

General and Professional Liability Insurance Certificates must be provided to the County upon award of a project.

CONTACT PERSON: Robert Gustafson, PE
COMPANY NAME: Hooker DeJong, Inc.
ADDRESS: 316 Morris Ave, Studio Suite 410
Muskegon, MI 49440
TELEPHONE: (231) 722-3407
DATE: November 30, 2016
SIGNATURE: 
EMAIL ADDRESS: robg@hdjinc.com
TERMS & CONDITIONS

General Intent of this Agreement—Hooker DeJong, Inc. and the Owner will share responsibilities and information between team members to maintain efficiency and economy.

Responsibilities of the Owner—The Owner shall provide all necessary information in a timely manner for project completion and access to the site as necessary for the conduct of services.

Exclusion of Services—Should the Owner request that bid negotiation and/or construction administration be excluded from the scope of services, in whole or in part, the Owner assumes full responsibility for carrying the project to completion, including any consequences arising directly or indirectly from Hooker DeJong, Inc.’s exclusion.

Limitation of Liability—In the event of a dispute, liability to Hooker DeJong, Inc. for professional errors or omissions is limited to our fee, or $100,000.00, whichever is less.

Resolution of Disputes—Although we seldom have and do not anticipate disputes, any unresolved disputes arising out of this agreement shall be submitted to non-binding mediation.

Standard of Care—Hooker DeJong, Inc. will endeavor to perform services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Progress Payments—Work is invoiced monthly for progress made to date, and invoices may be delivered in electronic format. Initial payments will be credited to the final payment. Invoices are due and payable when received. A one and one-half percent (1.5%) monthly finance charge may be applied to balances due over thirty days, and collection and legal expenses may apply to outstanding balances over ninety days. Should an account become past due, Hooker DeJong, Inc. reserves the right to suspend services without penalty, and the Owner also agrees to extend the statutory limit for the filing of a lien by an additional 9 months.

Additional Charges—Additional costs shall be charged to cover items for which expense is incurred by our staff in pursuit of project objectives. Additional costs may include, but are not limited to, travel expenses, surveys, geotechnical investigations, special studies, special reports, special consultants, models, presentation graphics, plotting, printing, scanning, digital files, photographs, paper to CAD conversions, scanned format to CAD conversions, creation of record documents, and expenses that are not typical to everyday AE operations. Some common examples of special consultants often include those for LEED / EGC / EarthCraft / Energy Star / other sustainable design consulting / commissioning, Hers raters, specialized sustainable design, food service, specialized technology, FF&E, swimming pools, and civil engineering involving improvements to publicly owned utility / infrastructure. Carrying costs may also apply to our rendered services where project financing is subject to a future closing date. Additional charges are submitted to the Owner in advance for approval upon request.

Cost of The Work—Construction cost shall be the total cost to the Owner to construct all elements of the Project designed or specified by Hooker DeJong, Inc. and shall include contractors’ general conditions costs, overhead and profit. The construction cost does not include the compensation to Hooker DeJong, Inc., the cost of the land, rights-of-way, financing, or other costs that are the responsibility of the Owner.

Document Ownership—All documents, specifications, opinions and conclusions produced by Hooker DeJong, Inc. are instruments of Hooker DeJong, Inc.’s professional service and shall remain the property of Hooker DeJong, Inc.

Identification of Asbestos & Mold—Hooker DeJong, Inc. does not provide discovery or identification services for asbestos or mold. Any such work must be done by a separate contractor.

Environmental Assessments—Hooker DeJong, Inc. does not provide environmental assessment services. Any such work must be done by a separate contractor.

Certifications, Guarantees and Warranties—Hooker DeJong, Inc. will not execute any document that would result in certifying, guaranteeing or warranting the existence of any condition.

Corporate Protection/Indemnification—Hooker DeJong, Inc.’s services shall not subject our individual employees, officers, or directors to any personal legal exposure for the risks associated with any project. Therefore, the Owner agrees as the Owner’s sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Hooker DeJong, Inc., a Michigan corporation, and not against any employees, officers, or directors. Excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of Hooker DeJong, Inc., the Owner, to the fullest extent permitted by law, shall indemnify and hold harmless Hooker DeJong, Inc. and its employees, officers and directors from and against all damage, liability and cost arising out of or in connection with the services provided hereunder.

Termination of Services—This agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination, for any reason whatsoever, the Client shall pay Hooker DeJong, Inc. for all services rendered to the date of termination, reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as a result of termination.
December 1, 2016

Susan Vander Pol, County Coordinator
Osceola County Coordinator’s Office
301 West Upton Ave
Reed City, MI 49677

RE: Osceola County Annex Building Upgrade Project
Reed City, MI
Request for Proposal

Dear Susan,

Thank you for the opportunity to submit our architectural and engineering services proposal for the Annex Building Upgrade Project. We have enjoyed working with the County and we appreciate the opportunity to submit this proposal.

The County Request for Proposal outlines the project and the scope of services. We understand and accept the terms set forth in the RFP. Architectural services will be provided in two phases. The first phase is the feasibility study and the second phase is complete architectural and engineering services to implement the project. Attached is a complete listing of the services proposed for each phase.

Project Team

Landmark Design Group, P.C – Project Architect

Landmark Design Group, P.C. was founded in 1975 by Peter Van Putten. In 1982 his son Bob joined the firm and became president in 1986. The firm has been in continuous operation for over 30 years. Landmark Design Group, P.C. is a registered Michigan corporation.

Landmark Design Group, P.C. is located at 3883 Linden Ave. SE – Suite A, Grand Rapids, Michigan 49548. The primary contact and project architect is Bob Van Putten, president of Landmark Design Group, P.C. He can be reached at (616) 956-0606, email bob@landmark.us.com.
Other key personnel at Landmark includes Steve Jara, project manager; Joan Van Putten, interior designer; Susan Landheer, administrative coordinator. Steve Jara has been a project manager with Landmark for over 30 years. Joan Van Putten is an interior designer with extensive experience with public buildings and over 30 years of experience. Susan Landheer has been with Landmark since 1982. She has provides marketing, design and administrative support services. The Landmark team includes the engineering firm Morgan Landon, LLC (mechanical, electrical and security) and JDH Engineering, Inc. (structural). The majority of our County projects, including our Osceola County work, was completed utilizing this team.

**Morgan M. Landon, LLC – Mechanical / Electrical / Security Engineer**

The Morgan M. Landon firm was formed in 2005 and is a Michigan corporation. It was the engineer for the majority of Landmark’s Michigan County buildings. The owner of the firm, Morgan Landon, is a licensed engineer and has over 40 years of engineering experience. He was the project engineer on our Osceola County projects. Mr. Landon will oversee all aspects of the mechanical, electrical and security system design and drawings. He is a specialist in security system design including cameras, monitors and video control systems in criminal justice buildings.

The firm is located at 2054 Brandon Drive NW, Grand Rapids, MI 49504. (616) 608-3372. morgan@mlander.com

**JDH Engineering, Inc. – Structural Engineer**

JDH Engineering, Inc. is a structural engineering firm founded in 1985 and is a Michigan corporation. Ralph Den Hartigh, president of the firm, is a licensed structural engineer with over 40 years of engineering experience. He was the structural engineer for all of our County facilities including the Osceola County projects.

The firm is located at 3000 Ivanrest, Suite B, Grandville, MI 49418. (616) 531-6020. rdenhartigh@jdh.com.
Michigan County Building Experience

Landmark is the architect of over 80 Michigan County building projects constructed in 45 Michigan Counties. Our Michigan County work experience includes a variety of building projects, both new and renovation, with construction costs from $100,000.00 to over $10.0 million dollars. We are the architects of three Osceola County buildings: The Sheriff Department Office/Jail addition, the Tustin EMS building and the Marion COA renovation.

This governmental experience includes the same project components as the Osceola County project. Items such as renovating existing space, security screening improvements with a single public entrance, elevator/ADA access, storage and department space needs have been successfully addressed by our firm multiple times. The following projects are similar to the Osceola Court project:

Barry County Courthouse, Hasting, Michigan
The project is a $300,000.00 renovation of the historical courthouse located in Hastings, Michigan. A new screening area at the public entrance will improve security screening. Circuit Court improvements include two holding cells, attorney conference areas and security improvements to the Circuit Courtroom. Design and drawings are completed. Construction is expected to start in early 2017.

Barry County Community Building, Hasting, Michigan
The $800,000.00 renovation of the historical former post office building was completed in August 2016. A new elevator and public lobby provides barrier free access to all building floors. The new public toilet rooms are ADA compliant. New interior finishes and mechanical and electrical systems provided space for MSU Extension, I.T. and a Community Meeting Room. The project was completed on time and on budget.

Ionia County Courthouse
Landmark is currently working on final design and drawings for the 30,000 square foot addition to the historical Ionia County Courthouse. The building is a two story addition with a full basement and provides space for District Court, F.O.C. and Juvenile Court. A new public entrance provides a location for security screening of all visitors. Secure prisoner delivery to both Circuit and District Courtrooms is provided by a dedicated prisoner elevator which is accessible from the basement security garage. Contractor bidding is scheduled for January 2017. Construction will start in the spring of 2017.

Osceola County Projects
Landmark is the architect of three building project for Osceola County. They are the addition/renovation to the Sheriff Offices, the new EMS building in Tustin and the Marion COA renovation. A feasibility study was conducted for each and, after County Board approval, complete architectural and engineering services were provided. Working with Osceola County has given us a good understanding of the County building, bidding and construction procedures.
Fee Proposal

Attached is the completed County form with our proposal. We request a lump sum fee of Five Thousand Three Hundred Dollars ($5,300.00) for the feasibility study. The fee includes all travel, long distance communication, printing, etc as required for the project. It will be invoiced at the completion of the study.

The fee for complete architectural and engineering services is Thirty Two Thousand Five Hundred Dollars ($32,500.00). Please note that the fee is based on 6.5 percent of a $500,000.00 construction cost. The fee will be adjusted if the actual construction cost is significantly higher or lower. The fee includes all required professional services from project start to finish. The fee includes all travel and long distance communication cost. Reimbursable expenses are limited to printing and mailing cost of plans and specifications. Printing cost is significantly less than past projects with the common use and acceptance of electronically transmitted plans and specifications.

Landmark appreciates the opportunity to submit this proposal. We acknowledge, understand and accept the terms of the Osceola County Request for Proposal. Landmark is willing to discuss and negotiate any portion of this proposal.

If you have any questions, please do not hesitate to contact me at (616) 956-0606 or email bob@landmark.us.com.

Sincerely,

LANDMARK DESIGN GROUP, P.C.

Robert Van Putten, Architect
President

Attached: County Fee Proposal Form
Project Scope of Services
REQUEST FOR PROPOSAL for Feasibility Study and Professional Design Services

The following proposal is submitted for the Osceola County Annex Building Upgrade Project. The vendor has reviewed the Request for Proposals Specifications and submits the following:

FEASIBILITY STUDY PROPOSAL TOTAL: $5,300.00

ENGINEERING/CONSTRUCTION/PROJECT MANAGER TOTAL: $32,500.00*

*Fee is based on 6.5 percent of an estimated $500,000.00 construction project

Proposal total must be on a County form in a sealed envelope and clearly marked “Proposal for Feasibility Study and Professional Design Services for Osceola County Annex Building” and is due by 1:00 p.m. on December 1, 2016. No late proposals will be accepted unless waived by the County Coordinator.

No Vendor may withdraw a Proposal within 90 days of the Proposal Due Date.

Osceola County reserves the right to accept or reject any or all Proposals, in whole or in part, and to waiver irregularities in any proposal in the interest of the County.

General and Professional Liability Insurance Certificates must be provided to the County upon award of a project.

CONTACT PERSON: Robert S. Van Putten, President

COMPANY NAME: Landmark Design Group, P.C.

ADDRESS: 3883 Linden Ave. SE – Suite A
            Grand Rapids, MI 49548

TELEPHONE: (616) 956-0606

DATE: December 1, 2016

SIGNATURE: [Signature]

EMAIL ADDRESS: bob@landmark.us.com
LANDMARK DESIGN GROUP, P.C. - SCOPE OF SERVICES

The following is a written summary of the services suggested for each phase of the Annex Building project.

A. Feasibility Study Phase

1. Project Kick-off Meeting:
   Attend a project kick-off meeting with County officials. Contact individuals, project goals, requirements, budget and schedule will be discussed.

2. Data Collection:
   Collect existing Annex Building information such as blueprints, site plans and any other prior studies and relevant information.

3. Annex Building Inspection:
   Inspect the Annex Building with our architects and engineers. Examine architectural, building code, structural, mechanical, electrical, plumbing and security systems and document deficiencies.

4. Department Interviews:
   Meet with the building users and departments to review and discuss space needs, deficiencies, etc.

5. Security Assessment:
   Review existing building security needs and review and discuss possible solutions.

6. Summary Report:
   Prepare a report of our findings for the existing building needs and deficiencies. Develop preliminary floor plans, design sketches and cost estimates. Present and review the report with the County Board.
B. Architectural / Engineering Professional Design Services

At the completion of the Feasibility Study Phase the following phases are suggested to implement the building project. They are the Schematic Design, Design Development, Construction Document, Contractor Bidding and Construction Administration Phases.

Schematic Design Phase

1. Based on the Feasibility Study findings, prepare schematic drawings of the proposed renovations and additions.
2. Develop exterior design and site drawings as required to illustrate the renovations/additions.
3. Review mechanical, electrical and structural needs and propose solutions.
4. Update the project budget and schedule.
5. Review Schematic Drawings with County officials and revise as requested.

Design Development Phase

1. Review building codes and potential impact on the project.
2. Develop architectural drawings for the renovation/addition:
   a. Site plan.
   b. Floor plans.
   c. Building exterior elevations.
   e. Building cross-sections.
3. Review impact on the building structure:
4. Develop mechanical, electrical and special systems drawings:
   a. Preliminary site utility plan.
   b. Preliminary plumbing plan.
   c. Preliminary fire protection plan if required.
   d. Preliminary heating, ventilation and air conditioning (HVAC) plan.
   e. Preliminary electrical plans – lighting, power and special security systems.
5. Review and determine building materials, finishes, and systems.
6. Update the project budget and schedule.
7. Review Design Development drawings and budget with the County.
Construction Document Phase

1. Prepare final architectural drawings:
   a. Site plan and details.
   b. Floor plans, reflected ceiling plan and roof plan.
   c. Building exterior elevations.
   d. Wall sections and details.
   e. Room finish and door schedules.

2. Prepare final structural drawings:
   a. Framing and foundation plans.
   b. Structural details.

3. Prepare final mechanical, electrical and security system drawings:
   a. Site utility plan if required.
   b. Plumbing plan.
   c. Fire protection plan.
   d. Heating, ventilation and air conditioning (HVAC) plan.
   e. Electrical plans – lighting, power, and special security systems (emergency power, fire alarms, etc).
   f. Mechanical and electrical schedules and details.
   g. Security system, CCTV, card access, door controls.

4. Write specifications and project bid requirements. Include Osceola County contractor bid and contract requirements.

5. Review drawings and specifications with the Owner.

Contractor Bidding and Award Phase

1. Print and distribute drawings and specifications to bidders.

2. Attend a contractor a pre-bid meeting.

3. Answer questions and issue written clarifications.

4. Assist the Owner in the bid opening.

5. Review the bids with the County Board and make recommendations.

6. Assist the Owner in the preparation of the owner/contractor agreement.

7. Submit sealed drawings for building permits and plan reviews to State and Local building officials.

Construction Administration Phase

1. Provide periodic on site supervision approximately twice per month.

2. Attend construction meetings once per month.

3. Assist in preparation and distribution of meeting minutes.

4. Finalize color and material finish selections.

5. Review shop drawings and submittals.
6. Answer questions and provide written clarifications.
7. Prepare and review change orders.
8. Review and certify contractor payment applications.
9. Conduct a final inspection and prepare a punch list(s).
10. Prepare a 'Certificate of Substantial Completion'.
11. Prepare as-built record documents.
12. Assist as needed with post occupancy construction issues.