

MUSKEGON COUNTY BOARD OF COMMISSIONERS
MUSKEGON COUNTY, MICHIGAN
AGENDA

WAYS AND MEANS

Hall of Justice
990 Terrace, Muskegon, MI
March 1, 2012 - 3:30 p.m.

Lewis Collins, Chair
Scott Plummer, Vice-Chair

-
1. Call to Order
 2. Roll Call
 3. Approval of the Minutes
 - A) Regular Meeting of February 21, 2012
 - B) Closed Session Meeting of February 21, 2012
 4. Public Comment (on an agenda item)
 5. Items for Consideration
 - WM12/03 - 24 (Administration) Approve Accounts Payable
 - WM12/03 - 25 (Juvenile Transition) Approve Development & Release of RFP to Improve the Drainage System & Surface of Parking Area at Juvenile Transition Center
 - WM12/03 - 26 (Public Works) Award the Heritage Landing Advanced Lighting Technology Demonstration Retrofit Project to Strain Electric
 - WM12/03 - 27 (Public Works) Award the Muskegon County Sustainability Consulting & Planning Work under the MDEQ Community Pollution Prevention Grant Fund to Fishbeck, Thompson, Carr & Huber
 6. Old Business
 7. New Business
 8. Public Comment (on a new topic)
 9. Adjournment

Public Comment

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to **two (2) minutes** for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE MUSKEGON COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUBCOMMITTEES

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting upon 24-hours notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling: Administration, 990 Terrace Street, Muskegon, MI 49442 (231) 724-6520

**Muskegon County
Ways & Means Committee Meeting
February 21, 2012
3:30 p.m.
Hall of Justice, 4th Floor
990 Terrace
Muskegon, MI**

Lewis Collins, Chair

Scott Plummer, Vice-Chair

MINUTES

CALL TO ORDER

The meeting was called to order by Commissioner Collins at 3:30 p.m.

ROLL CALL

Present: Lewis Collins, Benjamin Cross, James Derezinski, Marvin Engle, Alan Jager, Anthony Longmire, Kenneth Mahoney, Scott Plummer, Robert Scolnik, John Snider, Rillastine Wilkins

APPROVAL OF MINUTES

It was moved by Engle, supported by Cross, to approve the minutes of the February 2, 2012, meeting as written. Motion carried.

PUBLIC COMMENT/AGENDA ITEM

None.

ITEMS FOR CONSIDERATION

WM12/02 - 14 It was moved by Engle, supported by Mahoney, to approve payment of the accounts payable of \$6,843,117.35 covering the period of January 28, 2012 through February 14, 2012, as presented by the County Clerk. Motion carried.

WM12/02 - 15 It was moved by Engle, supported by Longmire, to authorize staff to apply for funding in the amount of \$45,000 with a match of \$11,250 and to hold a public hearing on March 13, 2012 to solicit public comments on the project and to adopt a resolution from the County Board of Commissioners requesting the funds. Motion carried.

WM12/02 - 21 It was moved by Engle, supported by Mahoney, to authorize the adoption of the resolution allowing the County of Muskegon to borrow up to twelve million dollars (\$12,000,000) against anticipated 2011 delinquent taxes. Motion carried.

WM12/02 - 22 It was moved by Cross, supported by Engle, to waive the hiring freeze and immediately recruit to fill position GO2001 (Treasurers Office Account Clerk II Full Time) to adequately train for the position GO2003 (Treasurer's Office Account Clerk II Full Time) upon the eminent retirement GO2003 effective 4/30/12. As of May 1st, position GO2003 will be left vacant or unfunded until further action is needed. Motion carried.

OLD BUSINESS

Commissioner Derezinski inquired if in-kind match for motions WM12/02 - 15, WM12/02 - 16 and WM12/02 - 17 would be or could be in the form of the acquisition costs for the land. Ms. Hammersley, County Administrator, will provide follow-up.

Commissioner Mahoney reminded Commissioners of the Board Planning Session on Tuesday, February 28th, at 1:30 p.m., at the Training Center.

NEW BUSINESS

Commissioner Engle noted with the new I-Pad, he would no longer desire to receive printed Committee and Board agendas. Ms. Hammersley noted, once all I-Pad were disbursed, further discussion/procedure development would take place regarding printed material.

PUBLIC COMMENT/NEW TOPIC

None.

CLOSED SESSION

It was moved by Plummer, supported by Engle, to proceed into closed session for the purpose of Legal Opinion discussion and to Consider the Purchase of Real Property.

ROLL CALL:

Ayes: Collins, Cross, Derezinski, Engle, Jager, Longmire, Mahoney, Plummer, Scolnik, Snider, Wilkins

Nays: None

Motion carried.

Ways & Means Committee
Minutes
February 21, 2012
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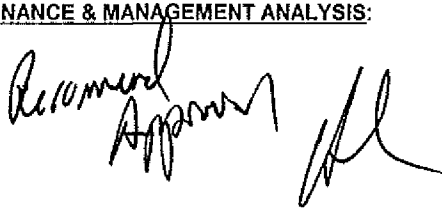
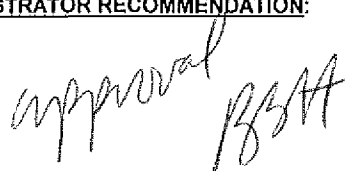
The Muskegon County Ways & Means Committee went into closed session at 3:48 p.m. and returned to open session at 4:25 p.m.

WM12/02 - 23 It was moved by Snider, supported by Plummer, to direct staff to renegotiate property acquisition. Motion carried.

ADJOURNMENT

There being no further business to come before the Ways & Means Committee, the meeting adjourned at 4:28 p.m.

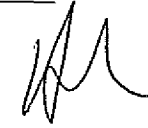

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED <input type="checkbox"/>	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Administration	COMMITTEE DATE March 1, 2012	REQUESTOR SIGNATURE		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES) Accounts payable - already distributed.				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES) I move to approve payment of the accounts payable of \$4,046,433.99 covering the period of February 14, 2012 through February 24, 2012, as presented by the County Clerk.				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS: 		
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION: 		
AGENDA DATE: 3/1/12	AGENDA NO.: WM12/03-24	BOARD DATE: 3/13/12	PAGE NO.	

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED NON-BUDGETED PARTIALLY BUDGETED <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
REQUESTING DEPARTMENT Juvenile Transition Center		COMMITTEE DATE March 1, 2012	REQUESTOR SIGNATURE
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)			
<p>The Juvenile Transition Center (JTC) parking lot has a gravel base and inadequate drainage which results in standing water and very muddy conditions. Mud and debris are frequently tracked into the facility resulting in unsanitary conditions and increased maintenance costs.</p> <p>It is recommended that a RFP be released to retrofit the existing water basin with a drain pipe, install aggregate, grade the lot to the proper slope, and cover it with blacktop.</p> <p>While the parking lot improvement is non-budgeted, the JTC was appropriated a \$165,500 in FY12 to install a back-up generator for the facility. The actual cost of the generator and installation will be well below the appropriated amount and make possible the redirection of funds to cover the cost of this capital improvement.</p>			
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)			
I move that the Muskegon County Board of Commissioners approved the development and release of a Request for Proposal to improve the drainage system and surface of the parking area at the Juvenile Transition Center.			
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)			
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u> <div style="text-align: center; font-size: 1.2em;"> Recommendation Approval </div>	
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u> <div style="text-align: center; font-size: 1.2em;"> Approval BBA </div>	
(Empty space for additional analysis)			
AGENDA DATE: 3/1/12	AGENDA NO.: Wm12/03-25	BOARD DATE: 3/13/12	PAGE NO.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways & Means		BUDGETED X	NON-BUDGETED □	PARTIALLY BUDGETED □
REQUESTING DEPARTMENT Public Works	COMMITTEE DATE March 1, 2012	REQUESTOR SIGNATURE John Warner		
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Recently bids were received for the placement of retrofits to 88 of the pole lights at Heritage Landing (Advanced Lighting Technology Demonstration Grant) under RFB-12-1954. We had six bidders offer up 9 bid possibilities for consideration. Of the six bidders, one did not meet the required specifications, one was not qualified to bid the project and one provided incorrect information on the bid forms. That left us with three bidders to consider. All things considered, staff is recommending Strain Electric with the Lumecon-Relume lamps at a cost of \$52,045. Of this total bid price, the ALTD grant will pay 90% of the material cost (\$35,046) making Muskegon County's out-of-pocket cost \$16,999. Up front costs for the project will be paid from the Public Improvement fund with payback from the energy savings to the fund.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to award the Heritage Landing Advanced Lighting Technology Demonstration retrofit project (RFB-12-1954) to Strain Electric with the Lumecon-Relume option for their bid price of \$52,045 with the County portion of the up front cost (\$16,999) being paid from the Public Improvement fund with payback from the energy savings to the fund.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
HUMAN RESOURCES ANALYSIS:		FINANCE & MANAGEMENT ANALYSIS:		
		<i>Recommended Approval</i> 		
CORPORATE COUNSEL ANALYSIS:		ADMINISTRATOR RECOMMENDATION:		
		<i>approval</i> 		
AGENDA DATE: 3/1/12	AGENDA NO.: Wm 12/03-26	BOARD DATE: 3/13/12	PAGE NO.	

MUSKEGON COUNTY SUMMARY

COMMODITY #: 988-54, 931-53

BID QUOTATION PROPOSAL RFB 12-1954

RELEASE DATE: 1/18/12

PRODUCT / SERVICE: Advanced Lighting Retrofit - Heritage Landing DEPT: Public Works

OPENING DATE: 2/9/12

No. of Bids Emailed	152
No. of Bids Downloaded	41
No. of Bids Received	6
No. of No-Bids Received	0
No. of Non-Response	146

Vendor Name	Bid Bond	Global Tech Install & Units Energy Cost Total Cost	Lumecon Install & Units Energy Cost Total Cost	Phillips Guth Install & Units Energy Cost Total Cost	Neptun Light Install & Units Energy Cost Total Cost	LEDOS Install & Units Energy Cost Total Cost	
JR Howell Airport Lighting 6320 N. State Road Luther, MI 49656	Yes						Not qualified to bid
Belasco Electric Co. 1391 Peck Street Muskegon, MI 49441	Yes - check			\$53,298.00 \$41,241.00 \$94,539.00	\$36,370.00 \$59,514.00 \$95,884.00		
Strain Electric Co. 3376 Three Mile Rd. NW Grand Rapids, MI 49534	Yes	\$39,917.00 \$38,278.00 \$78,195.00	\$52,045.00 \$36,036.00 \$88,081.00				
Corby Energy Services, Inc. 6001 Schooner Drive Belleville, MI 48111	Yes	\$46,725.00 \$38,299.00 \$85,024.00					
Erickson Electric Service 1505 Grant Avenue Grand Haven, MI 49417	Yes						Did not fill out bid sheet correctly
Conti Corporation 6417 Center Drive Sterling Heights, MI 48312	Yes					\$43,560.00 \$28,028.00 \$71,588.00	Did not meet specification requirements

DEPARTMENT

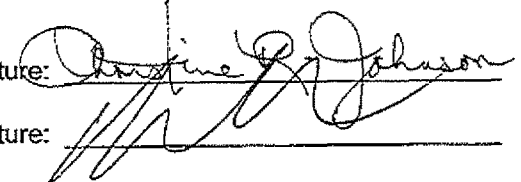
BUYER RESPONSIBLE FOR BID Name: Christian Toebe

RECOMMENDATION:

Strain Electric with
Lumecon - Relume bulb

WITNESS Name: Christine R. Johnson

Signature:



PURCHASING

RECOMMENDATION:

Concur

FINANCE & MGMT DIRECTOR Name: Heath Kaplan Signature:

RESPONSIBLE CONTRACTOR / SUBCONTRACTOR CHECKLIST: N/A

THIS BID, PROPOSAL OR QUOTATION WAS AWARDED TO:

6

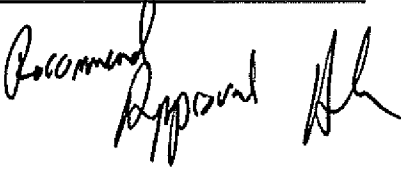

ALTD BID TABULATION SUMMARY
RFB 12-1954

Cost Order	BIDDER	LIGHTING PRODUCT	TOTAL BID LIGHT ASSEMBLY MATERIALS COST	TOTAL BID LIGHT ASSEMBLY INSTALLATION COST	TOTAL BID MATERIALS & INSTALLATION COST	90% MATERIALS CREDIT FROM MEDC W/ \$35,877 CAP	TOTAL MUSKEGON COUNTY COST AT TIME OF AWARD	TOTAL MUSKEGON COUNTY ELECTRIC COST OVER 70,000 HRS.	TOTAL MUSKEGON COUNTY COST TO INSTALL & OPERATE 70,000 HRS.
1	Strain Electric	Lumecon - Relume	\$38,940.00	13,105.00	52,045.00	35,046.00	16,999.00	36,036.00	53,035.00
2	Strain Electric	Global Tech	\$26,370.00	13,547.00	39,917.00	23,733.00	16,184.00	38,278.24	54,462.24
3	Corby Energy Services	Global Tech	\$29,125.00	17,600.00	46,725.00	26,212.50	20,512.50	38,299.17	58,811.67
4	Belasco Electric	Phillips Guth	\$31,958.00	21,340.00	53,298.00	28,762.20	24,535.80	41,241.20	65,777.00

Notes:

1. This Bid Tabulation represents a summary of costs and energy consumption data presented on bid sheets only. All bids are subject to specification review and approval as well as compliance with Muskegon County Purchasing Policies.

REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMITTEE Ways and Means		BUDGETED X	NON-BUDGETED <input type="checkbox"/>	PARTIALLY BUDGETED <input type="checkbox"/>
REQUESTING DEPARTMENT Public Works		COMMITTEE DATE 03/01/2012	REQUESTOR SIGNATURE John Warner	
SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)				
<p>Proposals were recently accepted for sustainability consulting and planning project (RFP-12-1946) as part of the 2011 MDEQ Community Pollution Prevention grant award to the Muskegon County Sustainability Office. Muskegon County received six (6) responses for consulting services to aid the County in establishing sustainability baseline metrics, a sustainability vision and plan for Muskegon County Government with recommended short and long term goals, policies, roles and responsibilities.</p> <p>The proposals were reviewed, scored and ranked by staff. Upon completing thorough reference checks and conducting phone interviews with two finalists, the proposal review team recommends awarding FTC&H the Muskegon County Sustainability Planning and Consulting work. Staff believes that FTC&H is best suited to deliver the desired outcomes specified in the RFP based on their extensive and diverse experience with municipal sustainability planning, broad-based technical expertise and facilitation skills.</p> <p>Approval is being requested to contract with Fishbeck, Thompson, Carr & Huber, Inc. (FTC&H) to perform Sustainability Consulting and Planning work for Muskegon County for their proposed price of \$17,000 with the costs being paid by the MDEQ Community Pollution Prevention grant under fund 2261-5281.</p>				
SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)				
<p>I move to award the Muskegon County Sustainability Consulting and Planning work under the MDEQ Community Pollution Prevention Grant fund (2261-5281) to Fishbeck, Thompson, Carr & Huber in the amount of \$17,000, and authorize the County Board Chair to sign the contract.</p>				
ADMINISTRATIVE ANALYSIS (AS APPLICABLE)				
<u>HUMAN RESOURCES ANALYSIS:</u>		<u>FINANCE & MANAGEMENT ANALYSIS:</u>		
				
<u>CORPORATE COUNSEL ANALYSIS:</u>		<u>ADMINISTRATOR RECOMMENDATION:</u>		
				
AGENDA DATE: 3/1/12	AGENDA NO.: Wm12/03-27	BOARD DATE: 3/13/12	PAGE NO.	

MUSKEGON COUNTY SUMMARY

COMMODITY #: 918-43 BID QUOTATION PROPOSAL RFP 12-1946

PRODUCT / SERVICE: Sustainability Consulting & Planning DEPT: DPW OPENING DATE: 1/6/12


No. of Bids Emailed	61
No. of Bids Received	6
No. of No-Bids Received	4
No. of Non-Response	51
No. of Web Bids Received	0

Vendor Name		Proposal Received	Project Cost				
Woods Consulting Group 1440 Lakeway Avenue Kalamazoo, MI 49001		Yes	\$17,000.00				
FTC&H 1515 Arboretum Drive, SE Grand Rapids, MI 49546		Yes	\$17,000.00 (plus \$1,253 in kind)				
InterVistas Consulting Group 7200 Wisconsin Avenue Bethesda, MD 20814		Yes	\$13,460.00				
Public Sector Consultants 600 W. Saint Joseph Street Lansing, MI 48933		Yes	\$16,800.00				
Sustainable Research Group 25 Ottawa Avenue, SW Grand Rapids, MI 49503		Yes	Not Given				
Grand Valley State Univ. 1 Campus Drive Allendale, MI 49401		Yes	\$17,000.00				
Wilcox Professional Service	No Bid						
ERM	No Bid						
Moore & Bruggink	No Bid						
Horizon Environmental	No Bid						


DEPARTMENT RECOMMENDATION: FTC&H

BUYER RESPONSIBLE FOR BID Name: Christian Toebe

WITNESS Name: Christine R. Johnson

Signature: 

PURCHASING RECOMMENDATION: N/A

FINANCE & MGMT DIRECTOR Name: Heath Kaplan Signature: 

RESPONSIBLE CONTRACTOR / SUBCONTRACTOR CHECKLIST: N/A

THIS BID, PROPOSAL OR QUOTATION WAS AWARDED TO:

EVALUATION SUMMARY
Sustainability Consulting & Planning
RFP 12-1946

Vendor Evaluation Summary

	<i>Woods Consulting</i>	<i>FTC&H</i>	<i>InterVistas Consulting</i>	<i>Public Sector Consulting</i>	<i>Sustainable Research</i>	<i>Grand Valley State Univ.</i>
Past exp. w/ sustainability planning, facilitation, etc.	16.67	22.67	19.33	23.00	20.00	18.33
Understanding of Scope of Work. Approach to objectives	16.67	22.67	22.33	23.33	20.00	21.67
Strengths in document/content layout and/or graphic design	13.67	22.33	21.00	23.67	20.00	15.00
Qualifications of personnel. Est. hours each person will dedicate. Charge out rate.	15.00	18.67	17.67	18.33	15.00	15.00
References	2.67	2.67	2.00	2.67	1.67	2.00
Proposal Total Ranking	64.68	89.01	82.33	91.00	76.67	72.00
Proposal Ranking	6	2	3	1	4	5

Vendor Price Summary

	<i>Woods Consulting</i>	<i>FTC&H</i>	<i>InterVistas Consulting</i>	<i>Public Sector Consulting</i>	<i>Sustainable Research</i>	<i>Grand Valley State Univ.</i>
Price Proposal	\$17,000.00	\$17,000.00 (Plus \$1,253 in kind)	\$13,460.00	\$16,800.00	Not Given	\$17,000.00
Price Proposal Ranking	4	2	1	3	5	4

Vendor Short List

	<i>FTC&H</i>	<i>Public Sector Consulting</i>
Post Vendor Reference Check & Phone Interview Ranking	X	

Upon completing thorough reference checks and conducting phone interviews with the two finalists, the proposal review team recommends awarding FTC&H for Muskegon County Sustainability Planning and Consulting. This work is fully funded by the 2011 MDEQ Pollution Prevention grant award to the Muskegon County Sustainability Office. Staff believes that FTC&H is best suited to deliver the desired outcomes specified in the RFP based on their extensive and diverse experience with municipal sustainability planning, broad-based technical expertise and facilitation skills.