

# GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

## REVISED AGENDA

April 5, 2021

5:30 PM

Meeting Attendance is In-Person and Virtual

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

304 E. Grand River Ave., Board Chambers, Howell, Michigan

*Due to current MDHHS health order capacity limitations, public participation is encouraged via Zoom.*

Pages

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

3

Minutes of Meeting Dated: March 1, 2021

**4. APPROVAL OF AGENDA**

**5. REPORTS**

**5.1. Community Project Funding Program regarding Broadband**

Commissioner Zajac & Kris Tobbe, IT Department Director

**6. CALL TO THE PUBLIC**

**7. RESOLUTIONS FOR CONSIDERATION**

**7.1. Board of Commissioners**

6

Resolution Authorizing Amendment to the Livingston County Board of Commissioners  
2021 Rules

**7.2. Emergency Medical Services**

9

Resolution Authorizing the Write-off of Aged Receivables

**7.3. Health Department 17**

Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies

**7.4. LETS 19**

Resolution to Accept Supplemental Section 5307 Grant Funding from the American Rescue Plan Act of 2021

**7.5. LETS 23**

Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System

**\*7.6. Facility Services 28**

Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services

**8. CALL TO THE PUBLIC**

**9. ADJOURNMENT**

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

### MEETING MINUTES

March 1, 2021, 5:30 p.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present: Mitchell Zajac, Kate Lawrence , Douglas Helzerman, Brenda Plank

#### 1. CALL TO ORDER

The meeting was called to order by Commissioner Zajac at 5:30 p.m.

#### 2. ROLL CALL

The following Board Members attended remotely as follows:

Mitchell Zajac, Marion Township, Michigan

Kate Lawrence, City of Brighton, Michigan

Douglas Helzerman, Handy Township, Michigan

Brenda Plank, Green Oak Township, Michigan

#### 3. APPROVAL OF MINUTES

a. Minutes of Meeting Dated: February 1, 2021

b. Minutes of Special Meeting Dated: February 18, 2021

Motion to approve the minutes as presented.

**Moved by:** D. Helzerman

**Seconded by:** B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

#### 4. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

**Moved by:** K. Lawrence

**Seconded by:** B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

#### 5. REPORTS

None.

**6. CALL TO THE PUBLIC**

Bob Potocki, Brighton Township, read a statement regarding vaccinations aloud to Commissioners.

**7. RESOLUTIONS FOR CONSIDERATION**

**7.1 Emergency Medical Services**

Resolution Authorizing an Amendment to the Existing Lease Agreement with The Regents of The University of Michigan

David Feldpausch, EMS Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

**7.2 Health Department**

Resolution Authorizing the Removal of Food Service License Fees for the Year 2021

Matt Bolang, Environment Health Director, presented the resolution to Commissioners.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

**7.3 Car Pool**

Resolution Authorizing the Purchase of a Leased Sheriff's Vehicle from Enterprise Fleet Management for Transfer to MMRMA Insurance

Greg Kellogg, Car Pool Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** D. Helzerman

**Seconded by:** B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

**7.4 LETS**

Resolution Authorizing Capital Expenditure for the Purchase of Six Replacement Buses

Greg Kellogg, LETS Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** B. Plank

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

**7.5 LETS**

Resolution of Intent to Apply for Financial Assistance for Fiscal Year 2022 Under Act 51 of the Public Acts of 1951, as Amended

Greg Kellogg, LETS Department Director, presented the resolution.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** D. Helzerman

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**

**8. CALL TO THE PUBLIC**

None.

**9. ADJOURNMENT**


Motion to adjourn the meeting at 6:13 p.m.

**Moved by:** D. Helzerman

**Seconded by:** K. Lawrence

Yes (4): M. Zajac, K. Lawrence , D. Helzerman, and B. Plank

**Motion Carried (4 to 0)**



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Amendment to the Livingston County Board of Commissioners 2021 Rules – Board of Commissioners**

**WHEREAS,** the use of virtual meetings has been necessitated by the issuance of various orders issued by the State of Michigan; and

**WHEREAS,** these orders have changed the way public meetings have been conducted; and

**WHEREAS,** the Livingston County Board of Commissioners wishes to memorialize these changes in its Board Rules; and

**WHEREAS,** the Open Meetings Act (OMA – Act 267 of 1976) states a public body is required to hold meetings that are “open to the public and held in a place available to the general public;” and

**WHEREAS,** the OMA also states that “a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting;” and

**WHEREAS,** the attached document titled Livingston County Board of Commissioners Public Meeting Rules of 2021 contains “reasonable rules and regulations in order to minimize the possibility of disrupting the meeting,” and therefore, complies with the OMA; and

**WHEREAS,** the attached document titled Livingston County Board of Commissioners Public Meeting Rules of 2021 has been reviewed by Livingston County’s legal counsel.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby adopts the Livingston County Board of Commissioners Public Meeting Rules of 2021 as an amendment to the Livingston County Board of Commissioners 2021 Rules.

**BE IT FURTHER RESOLVED** that this amendment shall be placed in the Livingston County Board of Commissioners 2021 Rules under Section V (Conduct of Board Meetings) and identified as Item N.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

## Proposed Meeting Rules

### Introduction

As permitted by Michigan Public Act 267 of 1976 (Open Meetings Act), these rules provide for an orderly meeting while minimizing the possibility of the meeting being disrupted.

The meeting room of this public body is defined as a combination of a physical portion and a virtual portion. ~~This public body offers access to both portions of this meeting room to fulfill its statutory obligations of this public body to hold meetings that are "open to the public and held in a place available to the general public." (MCL 15.263)~~ The physical portion of the meeting room is at 304 E Grand River, Howell, MI 48843. The virtual portion of the meeting room is Zoom, or similar virtual meeting providers, as provided in the meeting's notice.

#### 1. Public Seating:

- a. Seating for the general public in the meeting room of this public body is on a first-come, first-serve basis.
- b. This public body will not reserve specific seats for members of the general public.
- c. For any given meeting, seating capacity may be reduced due to factors outside the control of this public body. These factors include, but are not limited to, Orders from the Michigan Department of Health and Human Services, Executive Orders from the Michigan Governor, etc.
- d. Citizens desiring a specific seat in the meeting room (such as a front-row seat) are encouraged to arrive early.

#### 2. Seating Capacity:

- a. Members of the general public desiring a physical seat in the meeting room are encouraged to arrive early.
- b. Constrained only by physical space, standing room only accommodations will be provided for overflow crowds along with a mechanism to participate in public comment.
- c. If standing room only capacity is exceeded, citizens will be encouraged to attend and participate in the virtual portion of the meeting room using Zoom or other virtual means.

#### 3. Public Comment Period:

- a. There will be at least one public comment period during this meeting. Under most circumstances there will be two public comment periods, one toward the beginning of the meeting and one toward the end.
- b. All citizens wishing to address this public body will be provided with up to three minutes to speak. If there are two public comment periods, citizens will be provided up to three minutes during each period.
- c. This public comment period is not intended to be a dialogue between the citizens and this public body, rather it is an opportunity for the citizens to present information of importance to this public body.
- d. Prior to addressing this public body, each citizen is required to provide their name and address for the record.

## Relevant Excerpts from Act 267 of 1976 (Open Meetings Act)

### 15.262 Definitions.

Sec. 2. As used in this act:

(a) "Public body" means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.

(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.

(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

### 15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; COVID-19 safety measures; tape-recording, videotaping, broadcasting, and telecasting proceedings; accommodation of absent members; remote attendance; rules; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body must be open to the public and must be held in a place available to the general public. All persons must be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right does not depend on the prior approval of the public body. However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Write-off of Aged Receivables – Emergency Medical Services**

**WHEREAS,** Livingston County EMS Department has identified accounts from the year 2017 as aged receivables in the amount of \$447,705.50; and

**WHEREAS,** extensive efforts have been made to collect said monies; and

**WHEREAS,** it is the recommendation of the county auditor after 3 years to write-off aged receivables; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the total amount of \$447,705.50 for the year 2017, to be categorized as aged receivables and removed from the Accounts Receivable Control Account as outlined above.

**BE IT FURTHER RESOLVED** that the Livingston County Treasure is authorized to reflect the attached accounts, as outlines and in the amount of \$447,705.50 for the year 2017 be categorized as aged receivables.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

David Feldpausch  
Director



Amy Chapman  
Operations Manager

1911 Tooley Rd \* Howell, MI 48855  
Business (517) 546-6220 \* Fax (517) 546-6788 \* Emergency 911  
[www.livgov.com](http://www.livgov.com)

## Memorandum

To: Livingston County Board of Commissioners  
Fr: David Feldpausch, EMS Director  
Date: 03/31/2021  
Re: Resolution on Aged Receivables

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This resolution is our annual request to write off the Accounts Receivable balance for accounts greater than 3 years old. This request includes the balance of receivables from 2017 in the amount of \$447,705.50.

As established by best accounting practices, we are requesting that these accounts be removed from Livingston County EMS accounts receivable. I have reviewed these accounts and I am confident that we have made every attempt possible to collect said monies.

If you have any questions regarding this matter, please contact me.

Just to give you a heads up Jennifer Nash and I will be looking at the Write Off process and recommending some changes to how they are handled. The industry standard is that accounts are written off from the Accounts Receivable when they are sent to collections. If payment is received, then those funds are recorded as bad debt recovery and not credited back to the individual accounts. The process of crediting these balances back is extremely time consuming and in many cases where we receive small monthly payments we lose money processing them.

Writing off the Accounts receivable balance when sending accounts to collection would eliminate the need for this annual write off as all of the accounts that are 3 years old will be in the collection process. These write off amounts are still recorded and can be tracked against the bad debt recovery to continually monitor collection effectiveness.

## A/R Analysis

### A/R Analysis

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Service Date: From 01/01/2017 Through 12/31/2017

Livingston County EMS						
Payer/Payer Group	Trips	U&C Charges	Contractual Allowance + Primary Adj	Payments - Total	Adjustments - Subsequent	Bad Debts - Total
Medicare	7850	\$5,608,099.48	\$1,878,092.39	\$2,843,164.50	\$2,857.94	\$3,888.21
Blue Cross Blue Shield	2802	\$2,162,199.20	\$201,454.00	\$1,642,943.35	\$800.91	\$600.30
Medicaid	1987	\$1,518,283.80	\$1,068,384.38	\$474,411.90	\$226,435.46	\$0.00
Commercial	1622	\$1,230,714.20	\$90,781.72	\$1,096,058.28	\$3,695.46	\$1,871.66
SELF PAY	414	\$307,810.20	\$11,955.04	\$715,588.47	\$26,464.96	\$91,680.91
	14675	\$10,827,106.88	\$3,250,667.53	\$6,772,166.50	\$260,254.73	\$98,041.08

**Livingston County EMS  
A/R BALANCE WORKSHEET**

**REPORT DATE:** 03-18-2021

**YEAR:** 2017

TOTAL CHARGES THRU 02-28-2021 \$10,827,106.88

LESS CREDITS & PAYMENTS 2017 THRU 02/28/2021 \$10,381,129.84

PLUS PAYMENTS 2021 \$1,728.46

= A/R AS OF 03-03-2020 \$447,705.50

**Livingston County EMS  
A/R BALANCE WORKSHEET**

**REPORT DATE:** 03-18-2021

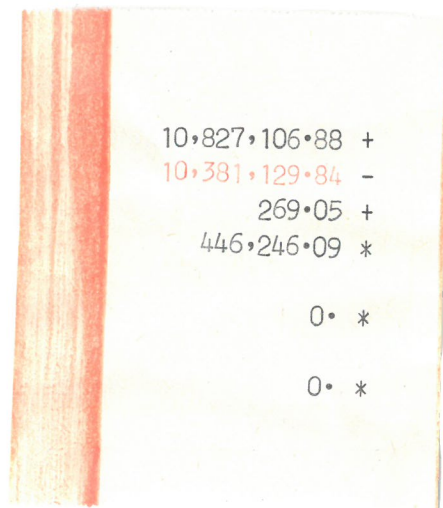
**YEAR:** 2017

TOTAL CHARGES THRU 02-28-2021 \$10,827,106.88

LESS CREDITS & PAYMENTS 2017 THRU 02/28/2021 \$10,381,129.84

PLUS PAYMENTS 2021 \$269.05

= A/R AS OF 03-03-2020 \$446,246.09



10,827,106.88 +  
10,381,129.84 -  
269.05 +  
446,246.09 \*  
  
0. \*  
  
0. \*

## A/R Analysis

### A/R Analysis

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Service Date: From 01/01/2017 Through 12/31/2017  
Livingston County EMS

Payer/Payer Group	Trips	U&C Charges	Contractual Allowance + Primary Adj	Payments - Total	Adjustments - Subsequent	Bad Debts - Total
Medicare	7850	\$5,608,099.48	\$1,878,092.39	\$2,843,164.50	\$2,857.94	\$3,888.21
Blue Cross Blue Shield	2802	\$2,162,199.20	\$201,454.00	\$1,642,943.35	\$800.91	\$600.30
Medicaid	1987	\$1,518,283.80	\$1,068,384.38	\$474,411.90	\$226,435.46	\$0.00
Commercial	1622	\$1,230,714.20	\$90,781.72	\$1,096,058.28	\$3,695.46	\$1,871.66
SELF PAY	414	\$307,810.20	\$11,955.04	\$715,588.47	\$26,464.96	\$91,680.91
	14675	\$10,827,106.88	\$3,250,667.53	\$6,772,166.50	\$260,254.73	\$98,041.08

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3,250,667.53 +

6,772,166.5 +

260,254.73 +

98,041.08 +

10,381,129.84 \*

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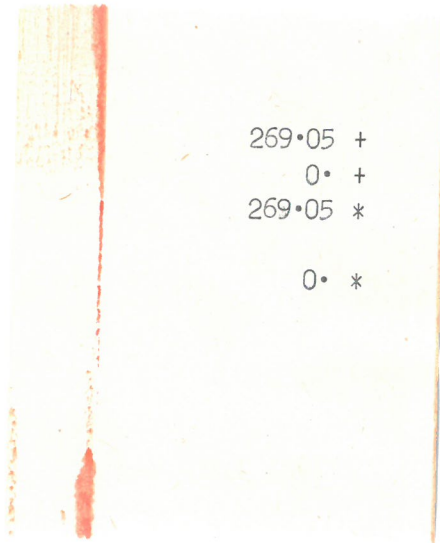
## Cash Receipts Summary

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Cash Receipt  
Date: From 01/01/2017 Through 12/31/2017 | Service Date: From 01/01/2021 Through 02/28/2021

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**No data has been found that matches the report criteria chosen. Please reselect the report criteria and try again. If the problem persists, please contact product support.**

**Details: No Results To Display.**



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## Adjustments Summary

By Payer or RevNet Payer Group: RevNet Payer Group | Agency: Livingston County EMS | Adjustment  
Date: From 01/01/2021 Through 02/28/2021 | Service Date: From 01/01/2017 Through 12/31/2017

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### Agency: Livingston County EMS

Livingston County EMS	
Payer	Amount
SELF PAY	\$269.05
Total:	\$269.05
Total (Livingston County EMS):	\$269.05



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies – Health Department**

**WHEREAS,** the Livingston County Health Department has been conducting Covid 19 vaccination clinics;  
and

**WHEREAS,** Medical supplies need to be procured including nitrile gloves, sharps containers, Band-Aids and other vaccination related supplies; and

**WHEREAS,** various vendors will be utilized based on quality, timeliness, and experience, we are requesting that the competitive bid process per the Purchasing Policy be waived; and

**WHEREAS,** all funding for these expenses comes from state and federal Covid 19 vaccination sources; and

**WHEREAS,** the additional funds and expenses will be added to the 2021 budget with the 1<sup>st</sup> quarter budget amendment brought forth by County Fiscal Services.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the issuance of a blanket purchase order for 2021 Covid 19 vaccination clinic supplies, which includes nitrile gloves, sharps containers, Band-Aids, and other vaccination related supplies from line item 22160100-761000 for an amount not to exceed \$100,000.

**BE IT FURTHER RESOLVED** that the competitive bid process per the Purchasing Policy be waived.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendment to effectuate the above.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



## LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102  
Howell, Michigan 48843-7578

[www.lchd.org](http://www.lchd.org)

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### PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850  
F: (517) 546-6995

### ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858  
F: (517) 546-9853

March 23, 2021

To: Livingston County Board of Commissioners

From: Barton Maas

Re: Resolution Authorizing the Issuance of a Blanket Purchase Order for 2021 Covid 19 Vaccination Clinic Supplies

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The attached resolution is requesting the competitive bid process per the Livingston County Purchasing Policy be waived, in order to create one or more blanket purchase orders to procure Covid-19 vaccination clinic supplies.

The supplies that we will be purchasing will include nitrile gloves, Sharps Containers, Band-Aids, Syringes, and needles. These supplies are essential in order for us to carry on vaccinating our county to protect against the Covid-19 pandemic. However, these supplies are used in large quantities and are limited in availability; so when they are available, we need to get them ordered as soon as possible. Allowing us to create the blanket purchase orders as described in this resolution will allow us to order supplies in large quantities as soon as they are needed; ensuring that we get the proper supplies to make our county as safe as possible.

As requested in this resolution, the total amount for these blanket purchase orders will not exceed \$100,000, and will be funded by state and federal sources. No additional general fund dollars are requested for this purpose.

Please do not hesitate to contact me should you have any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Accept Supplemental Section 5307 Grant Funding from the American Rescue Plan Act of 2021 – LETS**

**WHEREAS,** the American Rescue Plan Act of 2021 provides supplemental Federal Section 5307 funding to help transit agencies recover from the COVID-19 pandemic; and

**WHEREAS,** the funding is apportioned to transit agencies based on the Section 5307 funding formula and provides 100% reimbursement for operating expenses including payroll and vehicle operating costs; and

**WHEREAS,** LETS has been awarded \$703,877 from this program and the funding must be used by September 30, 2024; and

**WHEREAS,** this supplemental funding is in addition to the regular FY 2021 Section 5307 apportionment and will be used for operating expenses associated with COVID-19 recovery operations.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes LETS to accept \$703,877 in supplemental Federal Section 5307 funding for COVID-19 recovery operations at 100% Federal share.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Board chair to sign all documents associated with the grant upon review by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

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MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 03/30/2021**  
**Re: Resolution to Accept Supplemental Section 5307 Grant Funding from  
the American Rescue Plan Act of 2021 – LETS**

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The American Rescue Plan Act of 2021 provides supplemental Federal Section 5307 funding to help transit agencies recover from the COVID-19 pandemic. The funding is apportioned to transit agencies based on the Section 5307 urban area funding formula and provides 100% reimbursement for operating expenses including payroll and vehicle operating costs.

LETS has been apportioned \$703,877 from this program and the funding must be used by September 30, 2024. This supplemental funding is in addition to the regular FY 2021 Section 5307 apportionment and will be used for operating expenses associated with COVID-19 recovery operations.

Please contact me if you have any questions at 517-540-7843.

## **American Rescue Plan Act of 2021**

Signed into Law March 11, 2021



### **Section 7006. Federal Transit Administration Grants \$30.46 billion for Public Transportation to remain available until September 30, 2024**

#### **All funds:**

- Available at 100% federal share
- Available for payroll and operations, unless the recipient certifies that it has not furloughed any employees
- Available for:
  - Payroll for public transit providers, including private providers of public transportation
  - Operating costs of public transit during the public health emergency, including the purchase of personal protective equipment
  - Administrative leave for operations or contractor personnel due to reductions in service
- Must be obligated by September 30, 2024, and disbursed by September 30, 2029

#### **\$26.1 billion– Urbanized Area Formula (§ 5307)**

- [Apportioned](#) to provide urbanized areas amounts necessary to receive 132% of 2018 operating expenses when combined with CARES Act and CRRSAA funds previously received. Urbanized area already exceeding the 132% cap receive an additional 25 percent of the urbanized area's 2018 operating costs.
- \$1,467,770 for FTA oversight expenses.

#### **\$317.2 million - [Rural Formula Program \(§ 5311\)](#)**

- Includes \$30 million for [Tribal Formula Program](#)
- Includes \$5 million for Tribal Competitive Program
- \$6.35 million is available for the [Rural Transit Assistance Program](#)
- Funds are apportioned based on amounts received under CARES Act and CRRSAA with states that received 150% of their 2018 rural operating expenses receiving an additional 5%; states between 140-150% receiving an additional 10%, and states at less than 140% receiving an additional 20%.

#### **\$100 million - [Intercity Bus \(§ 5311\(f\)\)](#)**

- Funds are apportioned to states and territories using FY 2020 Rural Formula proportions.
- States/territories would provide grants to bus operators that partner with recipients and subrecipients of rural intercity bus services eligible for funding under [§ 5311\(f\)](#)

#### **\$50 million - [Enhanced Mobility of Seniors and Individuals with Disabilities Formula \(§ 5310\)](#)**

- Funds apportioned using the § 5310 formula in the same ratio as allocated for FY20

#### **\$1.675 billion - [Capital Investment Grants \(§ 5309\)](#)**

- **\$1.425 billion for New Starts and Core Capacity**
  - **\$1.25 billion** to projects with existing Full funding Grant Agreements (FFGAs) that received allocations of FY19 or FY20 funds.
    - Recipients with projects open for revenue service are not eligible

- **\$175 million** to projects with existing FFGAs, not yet open for service, that received an allocation *only* prior to fiscal year 2019 Federal funds provided notwithstanding any calculated limits of federal assistance
- **\$250 million for Small Starts (§ 5309(h))**
  - Eligible recipients are any recipient with an allocation under § 5309(h) or with a project in the Small Starts project development phase
  - Federal funds provided notwithstanding any calculated limits of federal assistance

**\$2.2 billion – Competitive funding for § 5307 and § 5311 recipients and subrecipients that need additional assistance because of COVID**

- FTA will publish a Notice of Funding Opportunity
- Project selections will be announced on FTA's website
- Funds under this program will be available *only* for operating expenses
- Recipients will be selected based on financial need. Eligible recipients will have expended at least 90% of their CARES Act funding.
- Amounts unobligated on September 30, 2023 will be available for obligation for any purpose eligible under §§ 5307/5311 until September 30, 2024

**\$25 million – Competitive Planning grants under § 5307**

- **FTA will publish a Notice of Funding Opportunity**
- Funds will be made available for planning of public transportation associated with the restoration of services as the coronavirus public health emergency concludes.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System – LETS**

**WHEREAS,** Livingston County and DoubleMap, Inc. entered into an agreement to provide dispatch software and mobile data terminals for LETS transit operations as authorized by Resolution 2019-07-103; and

**WHEREAS,** in the early stages of implementation LETS determined that DoubleMap's TapRide software could not perform several critical functions and therefore does not meet the technical specifications outlined in the bid; and

**WHEREAS,** DoubleMap subsequently proposed a partnership with Ecolane USA, Inc. to provide its DRT software which does meet the required technical specifications, and LETS requested an amendment to the agreement adding Ecolane as a subcontractor, which was authorized by Resolution 2020-11-268; and

**WHEREAS,** LETS successfully launched the Ecolane DRT software in March 2021 and is satisfied with its performance and the vendor's product support during implementation; and

**WHEREAS,** in an effort to improve customer service and take full advantage of the platform's capabilities LETS is requesting authorization to purchase Ecolane's Interactive Voice Response (IVR) system which provides customers with automated ride reminder calls, including the option to cancel their ride over the phone; and

**WHEREAS,** the automated ride reminders and cancellations have the potential to significantly reduce the volume of passenger no-shows, which are an ongoing source of waste and inefficiency costing LETS an estimated \$68,740 in FY 2019 as a result of customers forgetting scheduled rides or failing to cancel scheduled rides they no longer need; and

**WHEREAS,** the total cost of the IVR system is \$63,900 for the first year and \$19,400 per year for licensing costs in years 2-5 with the option to discontinue at any time; and

**WHEREAS,** LETS has federal and state grant funding available to reimburse 100% of project costs in years 1-5.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an amendment to the agreement with DoubleMap, Inc. to purchase the Ecolane Interactive Voice Response (IVR) system at a cost not to exceed \$63,900 for the first year and \$19,400 for annual licensing costs in years 2-5.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes any budget amendments necessary to effectuate the above.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to sign the amended agreement and future renewals upon review and/or preparation by Mark Koerner, LETS Transit Attorney.

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MOVED:

SECONDED:

CARRIED:





## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 03/30/2021**  
**Re: Resolution to Amend the Agreement with DoubleMap, Inc. to Purchase the Ecolane Interactive Voice Response (IVR) System – LETS**

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Livingston County and DoubleMap, Inc. entered into an agreement to provide dispatch software and mobile data terminals for LETS transit operations as authorized by Resolution 2019-07-103. However, in the early stages of implementation LETS determined that DoubleMap's TapRide software could not perform several critical functions and therefore does not meet the technical specifications outlined in the bid.

DoubleMap subsequently proposed a partnership with Ecolane USA, Inc. to provide its DRT software which does meet the required technical specifications. After a comprehensive product demonstration, and with knowledge of Ecolane's long-standing and favorable reputation in the transit industry, LETS requested an amendment to the agreement to add Ecolane as a subcontractor which was authorized by Resolution 2020-11-268.

LETS successfully implemented the Ecolane DRT software in March 2021 and is satisfied with its performance and the high level of product support offered by the vendor during implementation. The current agreement includes SMS text messaging ride reminders, and we have received positive feedback from our customers on that feature, but many LETS customers do not have the capability to receive SMS text messages.

Therefore, in an effort to improve customer service for customers without SMS messaging capabilities, and to take full advantage of the platform's capabilities, LETS is requesting authorization to purchase Ecolane's Interactive Voice Response (IVR) system which provides customers with an automated ride reminder via phone call the day before and day of their ride, and also allows the customer to cancel their ride during the call. Currently, customers must contact our dispatch office to cancel a scheduled ride.

The automated ride reminders and cancellations have the potential to significantly reduce the volume of passenger no-shows, which are an ongoing source of waste and inefficiency costing LETS an estimated \$68,740 in FY 2019 (based on average no-show rate of 2% and average gross cost of \$23 per trip). Most no-shows are a result of passengers forgetting their scheduled ride or failing to cancel a scheduled ride that they no longer need.

The total cost of the IVR system is \$63,900 for the first year and \$19,400 per year for licensing costs in years 2-5 with the option to discontinue at any time. LETS has federal and state grant funding available to reimburse 100% of project costs in years 1-5

Please do not hesitate to contact me with any questions at 517-540-7843.



101 W. Washington Street, Suite 700 East  
Indianapolis, IN 46204

*\*Prices will remain firm for 60 days*

## Pricing Exhibit - Confidential

DATE: March 29, 2021

TO: Greg Kellogg

County of Livingston

gkellogg@livgov.com

						Subtotal	
LN	Note	Hardware	Item	Qty	Price	Capital	Subscription
1			<b>Ecolane IVR</b>				
2	a.		Ecolane IVR	1	\$ 40,000.00	\$ 40,000.00	
3	b.		UDI Setup costs and licenses	1	\$ 12,500.00	\$ 12,500.00	
4	c.		UDI Monthly IVR Costs for 1 year <b>(\$19,400/year for Years 2-5)</b>	12	\$ 950.00		\$ 11,400.00
5							
6			<b>Annual Licensing Support</b>				
7			Hosting Costs	1	Included		
8			Server Maintenance	1	Included		
9			24/7/365 Support via web, email and phone	1	Included		
10			Map Updates	1	Included		
11			Upgrades and Updates	1	Included		
12			Free monthly webinar training and access to Aha! Idea portal	1	Included		
13			Access to Learning Management System (LMS), Ecolane University	1	Included		

Notes	
a.	Initial License cost, flat rate. 3rd party charges will apply.
b.	Includes call flows for Night before and Vehicle Arrival notifications along with Spanish Language option, Flood Gate messaging (web-based call flow reports included)
c.	Customer will be responsible for overages set at \$0.044/min, allotted 11,200 minutes/month, which is based upon # of trips performed weekly

Quote Summary	
Capital Costs	\$ 52,500.00
Subscription Costs	\$ 11,400.00
Total for First Year	\$ 63,900.00
<b>Annual Cost for Years 2-5</b>	<b>\$ 19,400.00</b>

\*All applicable sales/use tax are additional

### Payment Terms:

First Subscription Fee invoiced upon contract signing	\$ 11,400.00
50% of Capital Costs (less Hardware) invoiced upon completion of kickoff call	\$ 26,250.00
100% of Hardware invoiced upon shipment of hardware to customer	\$ -
50% of Capital Costs (less Hardware) invoiced upon release of application to riders	\$ 26,250.00

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services – Facility Services**

**WHEREAS,** Livingston County maintains a number of buildings at the East and West complexes, as well as downtown Howell; and

**WHEREAS,** in order to properly maintain these buildings, continual adjustments and modifications are required; and,

**WHEREAS,** the most cost-effective manner in insuring the maintenance and modifications are accomplished in compliance with the various codes and ordinances includes the input of professional architectural services; and

**WHEREAS,** Facility Services department along with Co Pro solicited proposals from architectural firms and received 16 proposals; and

**WHEREAS,** a committee consisting of staff from Facility Services, Sheriff's office, Court Services, Building Department, and County Administration independently reviewed and ranked each proposal and from which this recommendation for award is based, and

**WHEREAS,** pricing will be per the attached pricing schedule which will remain fixed for five (5) years with no renewals.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize a five (5) year contract with the firm Lindhout Associates Architects, aia, pc. per the attached pricing schedule which will remain fixed for five (5) years.

**BE IT FURTHER RESOLVED** that the Chairperson of the Livingston County Board of Commissioners is hereby authorized to sign the above referenced contract upon review and approval of civil counsel.

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MOVED:  
SECONDED:  
CARRIED:



## **Livingston County Facility Services**

420 South Highlander Way  
Howell, MI 48843  
(517) 546-6491

**DATE:** March 16, 2021

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Resolution Authorizing a Contract with Lindhout Associates Architects for Architectural Services – Facility Services Department

Livingston County has a need to retain architectural services for modifications and renovations of Livingston County facilities. The Facility Services department along with Co Pro published an RFP and received proposals from 16 architectural firms.

A committee formed by department heads and county administration evaluated all proposals and moved forward with interviewing five architectural firms for final consideration. Lindhout Associates Architects, AIA, PC, was selected based on overall score and pricing.

Therefore, Facility Services along with the selection committee is requesting entering into a contract with Lindhout Associates Architects, not to exceed five years. If you have any questions or concerns, please feel free to contact me.



**Bid Recap  
For  
Architectural Consulting Services**

**Lead Public Agency:** Livingston County  
**Solicitation:** RFP-LC-20-30

**RFP Issued & Publicly Posted:** 12/14/20  
**Public Posting:** Livingston County Fiscal  
Services Website and BidNet

**RFP Proposals Due Date:** 01/11/21

**Proposals Received:** 16

Livingston County received sixteen proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The following architectural firms provided a response within the timeframe outlined in the RFP:

A3C – Collaborative Architecture  
DLZ  
Fishbeck  
Hobbs + Black Architects  
Hooker DeJong Inc.  
Hubbell Roth and Clark  
JFR Architects  
John Stewart Associates

Lindhout Associates  
Mitchell & Mouat Architects  
Niagara Murano  
NORR  
NSA Architecture  
Partners in Architecture  
Straub Pettitt Yaste Architects  
Tower Pinkster Titus Associates Inc.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the firms met the minimum mandatory requirements (Section 1.1), and confirmed their understanding of the Scope of Work (Sections 1.2 through 1.4). The firms were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of six members. The ERC evaluated the proposals submitted by each vendor using the following scoring criteria:

- Proposal Responses (up to 50 points)
- Company Profile (up to 25 points)
- References (up to 25 points)

Based on this scoring criteria, the points awarded to each firm were averaged and the firms were ranked in order from 1 to 15. Two out of the sixteen firms had a tie score and were ranked fourth respectively. The results were as follows:



	Firms							
	Lindhout	Fishbeck	DLZ	NORR	NSA	Hobbs + Black	Partners	A3C
Proposal Responses	40.83	42.5	42.67	39.5	39.17	39.83	38.83	40.0
Company Profile	20.33	20.5	18.67	18.67	18.17	17.0	16.67	15.17
References	20.5	18.33	19.83	19.17	20.0	18.67	19.67	19.83
Total	81.66	81.33	81.17	77.34	77.34	75.5	75.17	75.0

	Firms							
	Mitchell & Mouat	Hubbell Clark & Roth	Tower Pinkster Titus	JFR Architects	Niagara Murano	Hooker DeJong	Straub Pettitt Yaste	John Stewart
Proposal Responses	40.17	38.33	39.50	32.5	33.0	29.83	29.83	27.0
Company Profile	16.33	16.33	14.83	12.33	8.83	11.0	9.0	10.83
References	18.17	20.0	19.83	18.67	16.50	16.0	14.50	15.33
Total	74.67	74.66	74.16	63.5	58.33	56.83	53.33	53.16

One-hour interviews were conducted with the top five scoring firms on Monday, February 22, 2021. Because two of the firms were ranked fourth in the overall scoring, DLZ, Fishbeck, Lindhout Associates, NORR, and NSA Architecture were selected for interview. The ERC then met on Wednesday, February 24, 2021 to discuss the information obtained from the interviews as well as the technical and pricing proposals.

The ERC recommended that additional questions be asked of the following two firms in order to make a final recommendation for award: Lindhout Associates and DLZ. Additional questions were sent to both firms on Thursday, February 25, 2021. Answers to the questions were submitted by the firms on Monday, March 1, 2021.

Based on the entire evaluation process, Lindhout Associates provided the proposal that offered the greatest overall value to the county. It is recommended that a five-year contract be awarded to Lindhout Associates. Lindhout Associates will also be awarded a CoPro+ cooperative contract not to exceed five years.

RFP-LC-20-30 Ranking Review Criteria	Scorer	Firm 7 A3C	Comments	Scorer
Minimum Mandatory Requirements	NB KE CF JR	P P P P	Never specifically acknowledged items 1.2 (1) through 1.2 (10)	NB KE CF JR
	RS	P	Not organized to respond to RFP, hard to follow	RS
	JW	P	All requirements included except for 3 year financial statements.	JW
Proposal Responses	NB	38	Well qualified, numerous awards/industry recognition; 35 years in business	NB
	KE	40	Meets requirements.	KE
	CF	40		CF
	JR	45	Proposal specifically spelled out site inspections on projects at least once a week. Other did not. Also state that project schedules will be reviewed bi-weekly	JR
	RS	35	ADA; Comparable projects not really comparable reg as needed	RS
	JW	42		JW
		240.00		
Total		40.00		
Company Profile	NB	15	Did not provide audited financial statements, but will if awarded. Other items submitted.	NB
	KE	11	No financials, 2017 W-9 not current.	KE



	CF	15	Missing financials.	CF
	JR	20		JR
	RS	15	Since 1983; No financial statements; Ann Arbor local work - Genoa Township Hall, Howell Chamber	RS
	JW	15		JW
		91.00		
Total		15.17		
References	NB	19	Gov't references provided, 1 for 7+ years (additional project-specific references throughout proposal)	NB
	KE	20	References provide support.	KE
	CF	20		CF
	JR	25	The Building Department has worked with this firm on numerous projects. I don't recall any issues. Numerous projects completed throughout the County	JR
	RS	15	References not on point; Examples of IDIQ?; Awards; POC: not clear	RS
	JW	20	Some gov't work.	JW
		119.00		
Total		19.83		
Overall Total		75.00		

Firm 3 DLZ	Comments	Scorer	Firm 2 Fishbeck	Comments
P	Well organized!	NB	P	
P		KE	P	
P		CF	P	
P	Specifically acknowledged items in 1.2	JR	P	Did not acknowledge section 1.2
P	Excellent - Addresses minimum mandatory requirements	RS	P	Excellent understanding of desired services
P	Missing certificate of insurance.	JW	P	Proposal was complete and very thorough.
44	Very thorough proposal; Industry recognized (ranked top 10 in the Midwest); Large staff	NB	42	Emphasizes client service; 64 years in MI; Significant gov't work/experience.
40	Clear and concise.	KE	40	Demonstrated ability.
40		CF	40	
50	Highly experienced	JR	40	Aesthetically creative designs in proposal
40	Quality management, Methodology, Good technical approach, Good highlight of comparable, family and minority owned, but resumes some female, No ADA attention other than claim of leading ADA consultant, POC: Laurie Frey	RS	45	Good philosophy and mission, Methodology excellent, Capacity 20 - mostly in house but subs available
42	Same as above, not sure why certificate of insurance is missing.	JW	48	Many years of experience.
256.00			255.00	
42.67			42.50	
19	Missing insurance certificate, but "agrees to provide necessary coverage."; All other items submitted.	NB	20	All requested items were provided.
13	2014 W-9 not current, incomplete profile	KE	20	2018 W-9. Complete.

15	Missing current W-9.	CF	20	
25	Large experienced firm. Organized, easy to read proposal. Very comprehensive. Cross out canned language on "Exceptions" page 51 of their proposal, Minority owned with over 700 employees	JR	20	Large employee owned company
20	90% work with public entities since 1916, in MI since 1957, capacity good, 200 projects/year, agrees to provide insurance info, clear understanding of IDIQ good	RS	20	490 employees; since 1965 employee owned corp; ADA - good emphasis; IDIQ ? with cities; 90% of revenue from repeat clients; Facetime own it
20	Talented team (well versed)	JW	23	Received all of the required information
112.00			123.00	
18.67			20.50	
19	3 Gov't references provided, 2 for 5+ years	NB	19	3 Gov't references provided, but no date ranges provided.
20	References meet requirement.	KE	15	No reference start dates.
20		CF	20	
20		JR	18	All references from municipalities. Little or no work performed within Livingston County
20	County references excellent, on point	RS	15	Consulting list -No counties, lots of cities; No annual volume; Ottawa Co facilities director listed as reference; References not for consulting; POC: Lake Finney, less than 1 year with Fishbeck
20		JW	23	Excellent and well rounded references.
119.00			110.00	
19.83			18.33	
81.17			81.33	

Scorer	Firm	Comments	Scorer	Firm	Comments	Scorer
	5			13		
	Hobbs+ Black			Hooker DeJong		
NB	P	Well organized!	NB	P		NB
KE	P		KE	P		KE
CF	P		CF	P		CF
JR	P		JR	P		JR
RS	P	Methodology?; Capacity?	RS	P	Capacity	RS
JW	P	Missing balance sheet for last 3 years.	JW	F	W-9 not completed. Missing page from technical proposal.	JW
NB	42	Well organized proposal and narrative; Significant government specific experience	NB	38	In business since 1936; No local office presence (Muskegon and Grand Rapids)	NB
KE	40	Directly answered all requirements.	KE	35	Directly addressed 1.3 and 1.4. Narrative somewhat satisfies 1.2.	KE
CF	40		CF	40		CF
JR	50	Specifically addressed items in section 1.2	JR	31	Did not address section 1.2 specifically	JR
RS	25	Good reg Min Mandatory Reqs; Design services; No ADA other than verbatim RFP	RS	35	ADA; On call, project specific understanding - good	RS
JW	42	See above.	JW			JW
	239.00			179.00		
	39.83			29.83		
NB	17	Balance Sheet in place of audited financial statements.	NB	14	Missing financial statements.	NB
KE	13	2018 W-9. Had unaudited balance sheets.	KE	10	Blank W-9. No financial statements: If chosen, would provide at interview.	KE

CF	15	Sent balance sheet instead of audited financials.	CF	12	Missing W-9 and financial information.	CF
JR	20		JR	20	Relatively short outcome dates (turn-around)	JR
RS	15	50 profs; Honors and awards nice; Clear understanding of desired services not demonstrated	RS	10	1936; 54 profs; typos on profile page; Blank W-9	RS
JW	22	Seems to be reputable company.	JW			JW
	102.00			66.00		
	17.00			11.00		
NB	17	2 Gov't references provided, 1 for 5+ years within the last 7	NB	19	3 Gov't references provided, date ranges from 2014 and 2015 to present	NB
KE	20	Proven support.	KE	20	All references met the requirements and provide support for award. All government entities.	KE
CF	20		CF	20		CF
JR	20	The building department has worked with this firm in the past on customer's projects within the County	JR	17	No projects listed in Livingston County	JR
RS	15	Not on point; Cover letter poorly drafted and non-responsive; POC: Brian Bagnick	RS	20	Excellent on point references; Looks to provide Oakland with same services sought; POC: Phil Komen, but not included in team resumes?	RS
JW	20		JW			JW
	112.00			96.00		
	18.67			16.00		
	75.50			56.83		

Firm 9	Comments	Scorer	Firm 11	Comments
Hubbell Roth & Clark			JFR Architects	
P		NB	P	
P		KE	P	
P		CF	P	
P		JR	P	
P	Lots of work with City of Howell	RS	P	Typos in sample invoice - so many typos; capacity -?; Narrative: project methology or methodology?
P	Missing page from technical proposal.	JW	P	
42	Good governmental experience, NB including many projects with Liv Co; Substantial awards and industry recognition		36	Thorough narrative, stresses communication; Emphasizes size (small firm, individual attention) as a strength
40	All responses demonstrated ability.	KE	40	
40		CF	40	
35	Did not specifically address items 1.2 (1) through 1.2 (10). All examples of work and 2 of the references were minor renovation work	JR	32	Did not specifically address the items in section 1.2
35	Capacity; Aspire to be in middle and do all the work; ADA; Permitting process; Municipal consulting	RS	10	Quality level questionable, ADA - no
38	Most information included. Somewhat difficult to read.	JW	37	Missing audited financial statements/notarized certificate of compliance
230.00			195.00	
38.33			32.50	
15	Missing financial statements, offers to provide at a venue of our choosing; Other items submitted	NB	14	Didn't provide audited financial statement and states that they are "not required...."; Other items submitted.
13	No financials.	KE	5	No financials, not notarized.

15	Missing financials.	CF	12	Missing financials, not notarized compliance.
25	Firm has done a lot of work for the County's local municipalities. Mostly infrastructure projects	JR	16	Seems to be a 1 architect company but priced in the lower range
10	260+ profs; Professional integrity - good; Overview impressive; Good understanding; No statements	RS	7	Since 2005; No statements
20		JW	20	
98.00			74.00	
16.33			12.33	
20	Gov't references provided, all with 5+ years	NB	19	Gov't references provided, 2 of 3 for 5+ years
20	All provide support.	KE	20	
20		CF	20	
20		JR	20	Extra references supplied
20	Comparable projects truly comparable; Ok references; Nothing very big; POC: Adrianna Melchoir	RS	15	Exceeded # of references; No annual volume; Not on point reg type of service
20		JW	18	References limited.
120.00			112.00	
20.00			18.67	
74.66			63.50	

Scorer	Firm	Comments	Scorer	Firm
	15			1
	John Stewart			Lindhout
	Assoc			Assoc
NB	P		NB	P
KE	P		KE	P
CF	P		CF	P
JR	P		JR	P
RS	F	Current vendor, 4 missing components - financial statements, insurance, W-9, checklist	RS	P
JW	P		JW	P
NB	25	A lot of Liv Co knowledge and experience; Technical proposal missing items; Section 1.4 lacking - Methodology? Capacity?; Not enough information provided	NB	42
KE	40	Demonstrated ability.	KE	40
CF	40		CF	40
JR	20	Did not provide the required information	JR	42
RS		Non-responsive to minimum mandatory requirements.	RS	35
JW	37	Missing several documents.	JW	46
	162.00			245.00
	27.00			40.83
NB	10	Profile submitted, but several requested items are missing: W-9, Financial Statements, Certificate of Insurance	NB	20
KE	5	Pricing proposal included in proposal bid document. Missing financial statements, W-9, proposal checklist.	KE	20



CF	12	Missing many articles of compliance.	CF	20
JR	20	As built docs supplied at end.	JR	20
RS			RS	20
JW	18		JW	22
	65.00			122.00
	10.83			20.33
NB	13	References light on gov't entities; References marked as recent without establishing 5+ years of ACS for gov't entities	NB	20
KE	20	References provide award.	KE	20
CF	20		CF	20
JR	16	Not a lot of clear information. Pictures of projects have no scope description. Pricing is based on percentage based on construction costs.	JR	20
RS		2/3 references Liv Co	RS	20
JW	23	Has experience working with county government.	JW	23
	92.00			123.00
	15.33			20.50
	53.16			81.66

Comments	Scorer	Firm 8 Mitchell & Mouat	Comments	Scorer	Firm 12 Niagara Murano
Complete proposal.	NB KE CF JR	P P P P	Well organized	NB KE CF JR	P P P P
Current vendor.	RS	P	Organized, clear	RS	P
All requirements included.	JW	P	No audited financials.	JW	F
Significant experience in Liv Co, both for the County and for other local governments; Well organized response covering key topics (experience, capacity, comparable projects, methodology)	NB	42	Thorough and well organized proposal	NB	38
Proposal provided clear responses to each section.	KE CF	40 40	Directly addressed sections 1.2, 1.3, and 1.4.	KE CF	40 40
Did not specifically address the items in sections 1.2	JR	44	Specifically addressed the items in section 1.2.	JR	40
Relies heavily on existing knowledge of ability and relationships; Methodology ok; Checklist not responsive to 1.3	RS	40	Methodical reg projects based on MI standard K	RS	40
	JW	35	See above. Not a lot of information about the team.	JW	
		241.00 40.17			198.00 33.00
Provided all requested materials.	NB	14	Missing audited financial statements	NB	11
2018 W-9. Complete profile.	KE	15	2018 W-9. No audited financials.	KE	3

	CF	12	Missing ??? article of compliance.	CF	12
I have extensive experiences with the Lindhout Staff over more than 15 years	JR	22	As built docs supplied at end.	JR	20
64 years; 20 profs; 13 certified architects; Capacity; Subcontractors for services not directly provided?	RS	15	27 years; 7 profs, 4 architects; No ADA, No clear understanding of IDIQ; Experience with projects; Services and subconsultants; Awards	RS	7
	JW	20		JW	
		98.00			53.00
		16.33			8.83
Provided 3 Gov't references all for 5+ years	NB	20	Gov't references provided	NB	19
All references provide support and meet requirements.	KE	11	References had no start/stop service dates.	KE	20
	CF	20		CF	20
Extra references supplied however my name was also used for a reference	JR	25	Extensive work history with many different types of projects	JR	15
Liv Co Ref??; References provide support Ok; POC: Bradley Alvord	RS	15	References not on point; Project oriented; POC: John Mouat or Mark Borys	RS	25
Has done a lot of projects in Livingston County.	JW	18	Government work seemed to be limited.	JW	
		109.00			99.00
		18.17			16.50
		74.67			58.33

Comments	Scorer	Firm 4 NORR	Comments	Scorer	Firm 4 NSA Architecture
	NB	P		NB	P
	KE	P		KE	P
	CF	P		CF	P
	JR	P		JR	P
Cooperative K static	RS	P		RS	P
Several documents missing that are not difficult to include	JW	P	All requirements covered.	JW	P
Nice samples of comparable work	NB	42	Experience includes projects for (Emergency Center) and in (Brighton Mill Pond, Howell Fountain, etc.) Liv Co; Thorough proposal covered all requested items.	NB	42
	KE	40		KE	40
	CF	40		CF	40
Did not comment on the items in section 1.2	JR	37	Did not specifically address items in section 1.2 nor was it clear in their methodology	JR	33
Excellent methodology; Key issues for success - good; Capacity min	RS	31	Ok	RS	35
	JW	47	Excellent job laying out ADA compliance.	JW	45
		237.00			235.00
		39.50			39.17
Profile submitted, missing items: W-9, Financial Statements	NB	20	Provided all requested materials.	NB	20
Missing financials, missing W-9, incomplete pricing proposal.	KE	15	Pricing proposal not separate.	KE	15

Missing information.	CF	20		CF	15
As built docs supplied at end.	JR	22	As built docs supplied at end.	JR	20
20 years; 12 profs; Good subconsultant list; ADA min; Excellent comparables - full spectrum so many; Security	RS	16	14 years in MI; 105 profs; Employee owned; ADA; Global 700+; Capacity - in house services listed, subconsultants with PEA; No clear understanding; On call advising	RS	18
	JW	19		JW	21
		112.00			109.00
		18.67			18.17
Gov't references provided, 2 of 3 for 5+ years	NB	19	Provided gov't references, 2 for 5+ years	NB	20
	KE	20		KE	18
	CF	20		CF	20
Not a lot of clear information. Much of the work not similar to LC projects. Hourly rates on the lower side	JR	20	A lot of work in the County	JR	20
References on point; POC: Delia Rodi	RS	16	Ok; POC: Dan Schneider, 1 year with NORR	RS	20
	JW	20	Most work completed in Wayne County.	JW	22
		115.00			120.00
		19.17			20.00
		77.34			77.34

Comments	Scorer	Firm	Comments	Scorer
		6 Partners in Architecture		
	NB	P	Well organized.	NB
	KE	P		KE
	CF	P		CF
	JR	P		JR
Good emphasis on understanding nature of master services agreement	RS	P	P6 - clear	RS
All required information included.	JW	P		JW
Many projects in Liv Co; Thorough proposal, provided all requested items.	NB	40	Significant gov't experience (98% of work w/ public entities)	NB
Demonstrated ability.	KE	40	Demonstrated ability.	KE
	CF	40		CF
Did not specifically address the items in section 1.2	JR	40	Applicant did specifically address all the items in section 1.2	JR
Partnerships with subs = team ok	RS	31		RS
	JW	42	Missing 3 year statement of operation.	JW
		233.00		
		38.83		
Provided all requested items.	NB	19	Statement of Operations for 3 years in place of audited financial statements.	NB
2018 W-9. Financial documents not audited.	KE	12	Missing financials: Provided 3 years of statement unaudited.	KE

Financials not audited and missing 1 year.	CF	13	Missing statement of operations.	CF
As built docs supplied at end.	JR	20	As built docs supplied at end.	JR
60 years; 18 NSA profs; Capacity with subs; No ADA ref; Methodology ok; Good understanding of IDIQ; PEA and MAI total 204; Scope copied	RS	16	30 + 150 profs; ADA min; Lot of subs, capacity unclear	RS
Extensive history with government building projects.	JW	20		JW
		100.00		
		16.67		
Provided 5 gov't references, 3 for 5+ years	NB	20	Gov't references provided, all three for 5+ years	NB
Meets, would have liked 3 separate references, (2) NOVI Entity.	KE	20	References provide recommendation.	KE
	CF	20		CF
Extensive number of County projects in their resume although some were never brought to fruition or done by and employee they were working for another company.	JR	20		JR
Examples of IDIQ Ks; POC: Brooke Smith	RS	16	IDIQ K examples; POC: Project manager unclear	RS
More than 3 references listed.	JW	22		JW
		118.00		
		19.67		
		75.17		

Firm	Comments	Scorer		Comments
14			10	
Straub Petitt			Tower	
Yaste			Pinkster	
P		NB	P	
P		KE	P	
P		CF	P	
P		JR	P	
P	Hard to follow, not clearly responsive	RS	P	
F	Several documents missing.	JW	P	Missing balance sheet and 3 year statement of operation.
39	Detailed narrative; 65 years in business; Wide variety of gov't experience	NB	40	Nice proposal w/ details on specific experience; No local office presence (Grand Rapids, Kalamazoo)
40		KE	40	Demonstrated ability.
40		CF	40	
32	Did not specifically address the items in section 1.2	JR	32	Did not specifically address the items in section 1.2
28	Capacity not clear; No ADA address; Methodology?	RS	40	Capabilities extensive; Methodology; All services in house, but subs available
		JW	45	Well put together proposal.
179.00			237.00	
29.83			39.50	
14	Missing financial statements, other items submitted.	NB	19	Statement of Operations for 3 years and balance sheets in place of audited financial statements.
5	Missing financials, not notarized, incomplete pricing proposal.	KE	5	Incomplete financials, incomplete pricing proposal.



12	Missing notarization.	CF	12	Missing balance sheet and operations 3 year document.
16	Little or no experience with projects located in Livingston County	JR	18	Not many projects in the portfolio located in Livingston County although a lot of municipal projects
7	60; IDIQ Ks? - no clear understanding; Invoice missing; Reimbursement expenses missing; Statements missing	RS	15	150 profs; Good understanding of IDIQ; No ADA section; Consistent and responsive team; Missing reimbursement expenses
		JW	20	Definitely experienced in working with government projects.
54.00			89.00	
9.00			14.83	
14	Gov't references provided, but no time range provided ("multiple projects")	NB	19	2 Gov't references provided, each 5+ years
20		KE	20	
20		CF	20	
20		JR	20	
13	References not on point; No annual volume; POC: not clear	RS	20	References on point; POC unclear, Adam or Eric
		JW	20	
87.00			119.00	
14.50			19.83	
53.33			74.16	

## A3C - Collaborative Architecture

Hourly Rate

Fees

## Design Professionals

**A3C - Architect**

Senior Principal	\$145
Senior Project Architect/Manager	\$110
Project Architect/Manager II	\$90
Intern III	\$75
Administrative Support	\$60

## Sub-consultants

Hourly Rate

Fees/Upcharges

**Cooper Design - Historic Preservation**

Gary Cooper	\$130
Intern Architect	\$85

**Commtech Design - Low Voltage/AV/Security**

Technology Designer	\$130
CAD Tech/Designer	\$80

**Osborn Engineering - Structural Engineers**

Principal	\$195
Director	\$179
Senior Project Manager	\$164
Project Manager	\$151
Engineer II	\$125
Engineer III	\$108
Technician/Intern/Admin Support	\$69

**Robert Darvas Associates - Structural Engineers**

Principal	\$175
Project Manager	\$135
Administrative Support	\$75

**IMEG - Structural Engineers**

Senior Engineer	\$160
Project Engineer	\$130
Engineer	\$120
Virtual Design Technician	\$95

**Peter Basso Associates - MEP Engineers**

Principal Mechanical Engineer	\$182
Principal Electrical Engineer	\$182
Project Mechanical Engineer	\$94
Project Electrical Engineer	\$85
CAD Specialist	\$55

**Osborn Engineering**

Principal	\$195
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Sr. Project Manager	\$164
Project Manager	\$151
Engineer I	\$132
Engineer II	\$125
Engineer III	\$108
Engineer IV	\$92
Engineer V	\$84
Tech/Intern/Admin Support	\$69

**IMEG - MEP Engineers**

Senior Engineer	\$160
Project Engineer	\$130
Engineer	\$120
Designer IV	\$120
Designer III	\$115
Designer II	\$110
Designer	\$105
Sr. Virtual Design Coordinator	\$105
Virtual Design Technician	\$95
Sr. Commissioning Authority/Engineer	\$195
Administrative Assistant	\$80

**MA Engineering - MEP Engineers**

Principal	\$175
Senior Engineer	\$130
Engineer I/Designer	\$110
CAD Support	\$80

**Metro Consulting Associates - Civil Engineers**

Project Manager	\$115
Sr. Project Engineer/Surveyor/Planner	\$100
Project Engineer/Surveyor/Planner II	\$90
Engineering/Surveying Technician	\$70
Chief Field Surveyors (1 Person Crew)	\$110
Senior Ecological Scientist	\$110

**Beckett & Raeder, Inc. - Civil Engineers and Landscape Architects**

Principal - Civil Engineering	\$145
Senior Associate - Civil	\$135
Principal - Landscape Architect	\$145
Associate Landscape Architect	\$125

**Additional Service Offerings:**

Kitchen Design  
Theater Design  
Graphic Design  
Specialty Labs (wind, solar, etc.)

**Schedule of Reimbursable Expenses**

Example of reimbursable expenses:  
Printing, Transportation if outside the County,  
Permit Fees, Special Testing

Reimbursable expenses are  
invoiced at direct cost plus  
10%

**Other Information**

Propose that all hourly rates  
be adjusted each year on  
January 1 at a rate of 2% per  
year.  
See pg 7 of Pricing Proposal.

**Sample Copy of Firm's Invoice**

See Technical Proposal - Pg  
36

DLZ Michigan Inc.		
	Hourly Rate	Fees
<b>Design Professionals</b>		
Principal Architect	\$190	See Pricing Proposal
Project Manager	\$150	for yearly hourly rate
Architect IV	\$140	adjustments.
Architect III	\$120	
Architectural Associate II	\$100	
Architectural Associate I	\$90	
Engineer IV	\$150	
Engineer III	\$130	
Engineer III	\$110	
Engineer I	\$90	
Landscape Architect	\$120	
<b>Sub-consultants</b>		
	Hourly Rate	Fees/Upcharges
Engineer IV	\$150	See Pricing Proposal
Engineer III	\$130	for yearly hourly rate
Engineer II	\$110	adjustments.
Engineer I	\$90	
Cost Estimator	\$120	



**Schedule of Reimbursable Expenses**

Mileage	\$0.58/mile, Cost plus 10%
Travel Expenses	Cost plus 10%

Direct Expenses (Reproduction, Equipment Rental, etc. Cost plus 10%

Plan Review Fees	Cost plus 10%
<b>Sample Copy of Firm's Invoice</b>	See Pricing Proposal

	Fishbeck	
	Hourly Rate	Fees
<b>Design Professionals</b>		
Luke Finney, RA, LEED AP BD+C	\$150	
Bob Pomeroy, AIA	\$243	
Mark Mitchell, AIA, LEED AP	\$184	
Lisa Galdis, IIDA, CDT, LEED AP ID+C	\$122	
Jerry Hirth, PE, LEED AP	\$184	
Jim Miloch, PE, LEED AP	\$206	
Eric Dickinson, PE	\$147	
Jeff Brown, PE	\$243	
Kent Moeggenborg	\$203	
Mike Alsgaard, CPE	\$166	
<b>Sub-consultants</b>		
N/A	Hourly Rate	Fees/Upcharges
<b>Rate Schedule</b>		
Principal	\$243	
Architect   Construction Engineer/Manager/Administrator   Engineer   Estimator   Geologist   Hydrogeologist   Industrial Hygienist   Interior Designer   Project Manager   Scientist   Surveyor		
Senior Level	\$135 - \$235	
Mid Level	\$122 - \$135	
Staff Level	\$79 - \$122	
Architectural Specialist   Engineering Specialist   Environmental Specialist   Health & Safety Specialist   Operations Specialist   Technical Specialist   Project Superintendent   Survey Specialist		
Senior Level	\$141 - \$212	
Mid Level	\$101 - \$141	
Staff Level	\$79 - \$101	
Technician		
Senior Level	\$110 - \$128	
Mid Level	\$93 - \$110	
Staff Level	\$70 - \$93	
Production Support	\$82	





**Schedule of Reimbursable Expenses:**

Photocopies	\$0.10/Copy
Mileage/Passenger Vehicles	\$0.70/Mile
Field and Service Vehicles	\$0.95/Mile (\$37/Day min.)
Equipment Schedule	Separate Schedule
Expenses and Outside Services	Cost plus 10%

**Other Information**

Compensation to be at one and one-half times the hourly rate for approved overtime.

**Sample Copy of Firm's Invoice**

See Pricing Proposal

Invoices are rendered every four weeks and payment is due upon receipt. A service charge of 1% per four-week period is added to accounts unpaid after 28 days from date of billing.

## Hoobs+Black Architects

### Design Professionals

Hourly Rate	Fees
Project Principals	\$240 – \$275
Project Director	\$150 – \$195
Project Manger (Brian Bagnick)	\$125 – \$150
Project Architect (Jon Pearn)	\$125 – \$150
Senior Designer (Ryan Wrigley)	\$140 – \$175
Assistant Project Manager	\$70– \$85
Designer	\$75– \$90
CAD Technician (Erin Bailey)	\$75– \$85
Support Staff (Indri Shehu)	\$65

### Sub-consultants

Hourly Rate	Fees/Upcharges
<b>MATRIX</b>	
Principal/S. Engineer (Joe Sovis)	\$160
Principal/Senior Technician	\$160
Engineering PM (Brent Huhn)	\$136
Lead Project Engineer	\$118
Project Engineer	\$109
Design Engineer II	\$99
Design Engineer I	\$89
Designer IV	\$112
Designer III	\$94
Designer II	\$84
Designer I	\$70
Cad Operator II	\$61
Cad Operator I	\$52
Clerical	\$50

### JDH

Senior Consultant	\$155
Senior PM (Keith Ritsema)	\$150
Senior Engineer	\$125
Project Engineer	\$105
Engineer I	\$85
Intern Engineer	\$60
Senior Technician	\$85
Technician	\$60
Administrative	\$50

### DESINE INC.

Principal (Wayne Perry)	\$145
Professional Engineer	\$100
Engineer II	\$85
Engineering Tech III	\$70
Engineering Tech IV	\$55
Designer I	\$80
Designer Tech II	\$65
Designer Tech III	\$50

Professional Surveyor	\$100
Surveyor II	\$85
Surveyor III	\$70
Surveyor IV	\$55
Survey Crew	\$140
Lot Monumentation	\$110
Administration	\$35

**Schedule of Reimbursable Expenses:**

Mileage	\$0.62/Mile		
	Letter	11 x 17	24 x 36
BW	\$0.09	\$0.15	\$1.02
with 10% included for processing	\$0.10	\$0.17	\$1.12
Color	\$1.00	\$1.25	\$12.00
with 10% included for processing	\$1.10	\$1.38	\$13.20
Sample Copy of Firm's Invoice	See Pricing Proposal		

		Hooker DeJong Inc.	
		Hourly Rate	Fees
<b>Design Professionals</b>			
Principal		\$265	
Chief Officer		\$195	
Senior Director		\$175	
Project Specialist		\$130	
Senior Project Manager		\$160	
Project Manager		\$130	
Senior Architect II		\$135	
Senior Architect		\$125	
Architect II		\$105	
Architect		\$95	
Graduate Architect III		\$80	
Graduate Architect II		\$65	
Graduate Architect		\$60	
Senior Engineer II		\$145	
Senior Engineer		\$125	
Engineer IV		\$105	
Engineer III		\$95	
Engineer II		\$80	
Engineer		\$75	
Senior Interior Designer II		\$90	
Senior Interior Designer		\$80	
Interior Designer II		\$70	
Interior Designer		\$55	
Senior BIM Specialist II		\$105	
Senior BIM Specialist		\$95	
BIM Specialist II		\$90	
BIM Specialist		\$75	
Sr. Construction Specialist		\$95	
Construction Admin. Specialist		\$85	
Assistant to Project Management		\$65	
Business Manager		\$95	
Graphic Designer		\$75	
Assistant to Client Services		\$45	
Student Intern		\$45	
Office helper		\$25	
<b>Sub-consultants</b>		Hourly Rate	Fees/Upcharges
N/A			

**Schedule of Reimbursable Expenses:**

Miscellaneous

Electronic File .pdf \$50.00 for first, \$25.00 each  
thereafter

Electronic File .dxf, .dwg, .dgn, or similar \$150.00 for  
first, \$35.00 each thereafter

Specifications Cost + 15%

UPS Shipping Cost + 15%

Outsourced Services Cost + 15%

**Black & White Printing Per Sheet**

8 ½ x 11 \$0.25

11 x 17 \$0.50

12 x 18 \$2.50

15 x 21 \$4.00

24 x 36 \$5.00

30 x 42 \$10.00

**Construction Documents Per Sheet**

12 x 18 \$0.60

15 x 21 \$0.90

24 x 36 \$1.25

30 x 42 \$1.75

**Color Printing Per Sheet**

8 ½ X 11 \$1.40

11 x 17 \$2.75

24 x 36 \$41.00

30 x 42 \$57.00

**Mounting Per Sheet**

24 x 36 \$25.00

30 x 42 \$54.00

**Mounting & Laminating Per Sheet**

24 x 36 \$50.00

30 x 42 \$85.00

**Travel Expenses**

Travel time is invoiced  
at Staff Hourly Rates.  
Mileage is reimbursed  
at the current IRS rate.  
Meals and  
accommodations are  
reimbursed at cost.

**Sample Copy of Firm's Invoice**

See Pricing Proposal



Hubbell Roth & Clark Inc.

Hourly Rate      Fees

**Design Professionals**

Principal	\$142 - \$178
Sr. Associate/Managing Engineer	\$164 - \$183
Associate/Managing Engineer	\$113 - \$162
Manager	\$97 - \$157
Supervisor	\$87 - \$126
Sr. Project Engineer/Architect/Surveyor	\$116 - \$147
Project Engineer/Architect/Surveyor	\$101 - \$118
Staff Engineer/Architect/Surveyor	\$87 - \$111
Senior Project Analyst	\$128 - \$145
Project Analyst	\$91 - \$117
Staff Analyst	\$74 - \$80
Graduate Engineer/Architect I/II	\$65 - \$99
Technical Specialist	\$95 - \$137
Sr. Designer	\$109 - \$119
Designer	\$90 - \$127
CADD Technician	\$52 - \$108
Sr. Survey Office Technician	\$97 - \$97
Survey Party Chief	\$75 - \$112
Survey - Field Technician	\$48 - \$58
Project Representatives	\$94 - \$127
Sr. Construction Observer	\$76 - \$89
Construction Observer I/II	\$48 - \$72
Construction - Office Technician	\$46 - \$65
Supervisor Lab Testing	\$75 - \$75
Testing Technician	\$45 - \$65
Administrative Support**	\$42 - \$65

Wage rates above are for 2021 thru 2023.  
Rates for 2024 thru Feb 28, 2026 will be  
increased 3% annually.

\*\*This category includes computer,  
reproduction, and administrative staff.  
Rates shown above include a 2%  
administrative fee to be remitted to CoPro+  
on a quarterly basis

Billable rates for HRC include Unemployment  
and Payroll Taxes, contributions for Social  
Security, Retirement benefits, Medical and  
Life insurance benefits, normal printing cost,  
telephones, fax, computer time, mileage,  
other overhead costs and profits.

**Sub-consultants**

Hourly Rate      Fees/Upcharges

Per RFP, HRC has identified EAM

Engineers as its mechanical subconsultant.  
Per Addendum #1, EAM's rates will fall  
within the rate schedule provided by HRC,  
for HRC services.

If specialty type subconsultants such as  
geotechnical or materials testing services  
are required by a County project, the extent  
of those services will be determined on a  
project by project basis, and fees for those  
specialty services will be identified by  
HRC's scope of services proposal for the  
project.

**Schedule of Reimbursable Expenses:**

Allowable Reimbursable expenses will be invoiced at HRC cost which is defined as the direct costs plus 12%.

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

JFR Architects, PC

Hourly Rate

Fees

**Design Professionals**

Architect Principal  
Project Manager  
Senior Architect  
Architect  
Architect Assistant  
CAD / Draftsperson  
Code Analyst  
Cost Estimator  
Specification Writer  
Administrative Support

\$78  
\$72  
\$68  
\$57  
\$50  
\$52  
\$67  
\$62  
\$57  
\$45

**Design Professionals**

John Stewart - Architect  
Daniel Stewart - Project Director  
CADD Technician  
Clerical Staff

**Sub-consultants**

Surveyor  
Landscape Architect  
Civil Engineer  
Pr. Structural Engineer  
Structural Engineer  
Pr. Mechanical Engineer  
Mechanical Engineer  
Pr. Electrical Engineer  
Electrical Engineer  
Support & Clerical  
Interns E.I.T.

Hourly Rate  
\$110 - \$145  
\$100 - \$135  
\$115 - \$155  
\$188 - \$218  
\$133 - \$153  
\$125 - \$140  
\$110 - \$120  
\$125 - \$140  
\$110 - \$120  
\$68 - \$93  
\$60 - \$72

Fees/Upcharges

**Sub-consultants**

Green Tech Engineers - Principal  
Green Tech Engineers - Sr. Engineer  
  
Boryn Engineers - Principal  
  
McCardell Engineers

**Schedule of Reimbursable Expenses:**

JFR Architects, PC will have reimbursable expenses which will be billed at a direct cost to Livingston County. Reimbursable expenses are not marked up by JFR Architects, PC.

NOTE: No reimbursable expenses are charged by JFR Architects, PC for travel and mileage (within 100 miles of Livingston County), hotels, meals, phone, fax or office equipment.

**Schedule of Reimbursable Expenses:**

Architectural Renderings

Printing Costs

Document Set Printing, Reproductions, Plots, Standard Form Documents will be provided by outside printing company as direct cost reimbursable.

Fees paid for securing approval of authorities having jurisdiction over the project will be provide as direct cost reimbursable.

Express mailing and shipping of documents will be provided as direct cost reimbursable.

Renderings, 3-D video images, models and mock-ups requested by the owner will be providing as direct cost reimbursable.

Required soil borings, environmental testing and investigation reports, topographical land surveys, air-land surveys will be provided as direct cost reimbursable.

Technology, CCTV, information technology and data design services will be provided as direct cost reimbursable.

Accounting, business planning and marketing services will be provided as direct cost reimbursable.

Construction legal analysis and consulting services will be provided as direct cost reimbursable.

Mileage

Interior Design Work

Specialty Acoustic Design

Data & Sound Engineering Reqmts

**Architectural Fee Schedule Based on Project Construction Cost:**

8.25% for projects

7.50% for projects

6.50% for projects

6.00% for projects

5.50% for projects

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

**Sample Copy of Firm's Invoice**

John Stewart Associates

Hourly Rate Fees

\$120

\$75

\$75

\$45

**Design Professionals**

**Lindhout Associates architects aia pc**

CEO & President

Principal

Project Manager

Senior Project Architect

Project Architect

Architect

Planner / Designer

Intern Architect III

Intern Architect II

Intern Architect I

Lin

Hourly Rate

\$130

\$105

\$86

\$82

\$80

\$75

\$72

\$70

\$65

\$60

Hourly Rate

Fees/Upcharges

**Sub-consultants**

Hourly Rate

\$140

\$120

\$125

\$125

**Paradis Associates, Inc. (Structural)**

Structural Design & Review

Cad & Correspondence

\$190

\$110

**MEEC (MEP)**

Principal

Associated Engineer

Senior Engineer

Engineer

Specification/Support

\$145

\$130

\$120

\$100

\$45

**Desine Inc. (Civil & Land Surveying)**

Principal

Professional Engineer

Engineer II

Engineering Tech III

Engineering Tech IV

Designer I

Designer Tech II

Designer Tech III

Professional Surveyor

Surveyor II

Survey Tech III

Survey Tech IV

Survey Crew

Lot Monumentation

Administration

\$145

\$100

85

70

55

80

65

50

\$100

\$85

\$70

\$55

\$140

\$110

\$35

		<b>Schedule of Reimbursable Expenses:</b>	
Pencil Sketches	500	In-House Printing	
Small Architectural Renderings	\$1,000		
Large Architectural Renderings	\$2,500	Black & White Copies	8.5 x 11
			11 x 17
			24 x 36
			30 x 42
24 x 36	\$2.50/sheet		
8.5 x 11	\$0.25/sheet		



\$0.56/mile	Color Copies	8.5 x 11
1.75% Project Cost		11 x 17
		24 x 36
		30 x 42
2.00% Project Cost	Covers & Binding	Cover/Tab
To be bid per project		Binding

\$1.00 - \$150,000

\$150,000 - \$350,000

\$350,000 - \$600,000

\$600,000 - 1,000,000

1,000,000 - 2,000,000

See Proposal

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

**dhout Associates****Fees**

See Design Fee Matrix in  
Pricing Proposal - pg 3

**Design Professionals****MITCHELL AND MOUAT**

Principal Architect  
Project Manager/Architect  
Intern Architect  
Clerical Staff

**Mitchell & Mouat Architects****Hourly Rate****Fees**

\$140 Federal Mileage Rate  
\$120 Drawing Printing \$2/sheet  
\$90 Postage at Market Rate  
\$50

**Fees/Upcharges****Sub-consultants****Hourly Rate****Fees/Upcharges****MIDWESTERN CONSULTING (MCI)**

Civil Project Manager  
Civil Project Engineer  
Landscape Architect  
Surveyor

\$173 See Pricing Proposal for  
\$141 additional hourly rates &  
\$136 reimbursable expenses - pg 4  
\$107

**MEEC**

Principal \$145  
Associate Engineer \$130  
Senior Engineer \$120  
Engineer \$100  
CAD Tech/Designer \$85  
Specification/Support \$45

**DAILEY ENGINEERING**

Professional Engineer \$155  
AutoCAD Designer \$70  
Expert Witness Testimony \$250  
Clerical \$45

No additional charges for  
computer time, plotting  
fees, etc.

Plots (24 x 36) - \$3.50/sheet  
under 50, \$3.00/sheet over 50

Plots (8.5 x 11, 11 x 17) - \$1.50/  
sheet under 50, \$1.00/sheet  
over 50

\$0.10  
\$0.20  
\$1.75  
\$3.15

\$0.70  
\$1.30  
\$3.50  
\$6.30

\$0.10  
\$2.00

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

Niagara Murano LLC

Hourly Rate

Fees

**Design Professionals**

Architect	\$100
Sr. Architect Principal	\$125
Architect Assistant	\$90
Admin Support/Clerical	\$55
Draftperson	\$60
CAD Designer	\$65
Project Manager	\$100
Code Analyst	\$105
Cost Estimator	\$100
Specification Writer	\$95
Lighting Designer	\$80

**Sub-consultants**

	Hourly Rate	Fees/Upcharges
Sr. Mechanical Engineer	\$120	No Upcharge for
Mechanical Engineer	\$100	Subconsultants
Sr. Electrical Engineer	\$120	
Electrical Engineer	\$100	
Structural Engineer	\$100	
Sr. Structural Engineer	\$95	
Civil Engineer	\$100	
Sr. Civil Engineer	\$120	

**Design Professionals**

Vice President  
 Executive-in-Charge/Principal  
 Studio Manager  
 Project Manager  
 Practice Leader - Architecture  
 Architectural Designer  
 Design Director  
 Production Architect  
 Interior Design  
 Engineering Studio Manager  
 Structural Designer  
 Structural Engineer (PE)  
 Mechanical Designer  
 Mechanical Engineer (PE)  
 Electrical Designer  
 Electrical Engineer (PE)  
 Project Coordinator/Clerical

**Sub-consultants**

2-Person Survey Crew  
 Landscape Architect  
 Senior Project Manager  
 Project Surveyor/Engineer  
 Staff Engineer II

**Schedule of Reimbursable Expenses:**

Travel and subsistence expenses when traveling.

(Car mileage allowance is based on allowable IRS mileage rate at time of automobile usage).

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

**Sample Copy of Firm's Invoice**

NOOR	
Hourly Rate	Fees

NSA Architecture	
Hourly Rate	Fees

**Design Professionals**

	<b>NSA Architecture</b>
	<b>Architecture &amp; Interior Design</b>
\$240	
\$195	
\$140	
\$125	Principal
\$140	Associate Principal
\$85	Senior Project Manager
\$150	Project Administrator
\$115	Field Administrator
\$105	Senior Architect
\$165	Architect
\$95	Junior Architect
\$120	Intern Architect
\$95	Senior Interior Designer
\$130	Interior Designer
\$95	Junior Interior Designer
\$120	Senior CAD Operator / Designer
\$70	CAD Operator / Designer
	Senior Administrative Staff
	Administrative Staff

\$195
\$175
\$155
\$135
\$105
\$145
\$125
\$115
\$95
\$130
\$110
\$95
\$85
\$70
\$65
\$55
Above hourly rates subject to an annual adjustment up to 3%.

Hourly Rate	Fees/Upcharges	Sub-consultants
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\$170		<b>MEP &amp; Structural Engineering</b>
\$115		Principal Engineer
\$165		Associate Engineer
\$130		Scanning Technician
\$105		Senior Project Engineer
		Senior Engineering Technician
		Project Engineer
		Senior Design Engineer
		Senior Technician
		Design Engineer
		Engineer
		Senior CAD Drafter
		Technician
		CAD Drafter
		Clerical
		<b>Survey &amp; Civil Engineering</b>
		Senior Project Manager
		Project Manager
		Project Coordinator
		Senior Surveyor/Engineer
		Project Surveyor/Engineer
		Senior Staff Surveyor/Engineer
		Project Designer II
		Project Designer I
		Staff Engineer III
		Staff Engineer II
		Staff Engineer I
		Staff Surveyor III

Hourly Rate	Fees/Upcharges
-------------	----------------

\$148	Subject to a 5.0% markup
\$128	Subject to a 5.0% markup
\$128	Subject to a 5.0% markup
\$123	Subject to a 5.0% markup
\$123	Subject to a 5.0% markup
\$108	Subject to a 5.0% markup
\$98	Subject to a 5.0% markup
\$96	Subject to a 5.0% markup
\$92	Subject to a 5.0% markup
\$85	Subject to a 5.0% markup
\$83	Subject to a 5.0% markup
\$81	Subject to a 5.0% markup
\$77	Subject to a 5.0% markup
\$61	Subject to a 5.0% markup
\$165	Subject to a 5.0% markup
\$150	Subject to a 5.0% markup
\$122 - \$145	Subject to a 5.0% markup
\$140	Subject to a 5.0% markup
\$130	Subject to a 5.0% markup
\$115	Subject to a 5.0% markup
\$135	Subject to a 5.0% markup
\$110	Subject to a 5.0% markup
\$110	Subject to a 5.0% markup
\$105	Subject to a 5.0% markup
\$100	Subject to a 5.0% markup
\$110	Subject to a 5.0% markup



Staff Surveyor II	\$103	Subject to a 5.0% markup
Staff Surveyor I	\$100	Subject to a 5.0% markup
Survey/Engineering Technician IV	\$110	Subject to a 5.0% markup
Survey/Engineering Technician III	\$100	Subject to a 5.0% markup
Survey/Engineering Technician II	\$95	Subject to a 5.0% markup
Survey/Engineering Technician I	\$85	Subject to a 5.0% markup
CAD Technician III	\$95	Subject to a 5.0% markup
CAD Technician II	\$90	Subject to a 5.0% markup
CAD Technician I	\$85	Subject to a 5.0% markup
Administrative Staff	\$65	Subject to a 5.0% markup
<b>Landscape Architecture</b>		
Sr. Project Manager	\$165	Subject to a 5.0% markup
Project Manager	\$150	Subject to a 5.0% markup
Project Coordinator	\$122 - \$145	Subject to a 5.0% markup
Sr. Landscape Architect	\$122	Subject to a 5.0% markup
Landscape Architecture	\$115	Subject to a 5.0% markup
Landscape Designer IV	\$107	Subject to a 5.0% markup
Landscape Designer III	\$102	Subject to a 5.0% markup
Landscape Designer II	\$87	Subject to a 5.0% markup
Landscape Designer I	\$77	Subject to a 5.0% markup
CAD Technician III	\$95	Subject to a 5.0% markup
CAD Technician II	\$90	Subject to a 5.0% markup
CAD Technician I	\$85	Subject to a 5.0% markup
Administrative Staff	\$65	Subject to a 5.0% markup

**Schedule of Reimbursable Expenses:**

Reproductions	Net Cost	Subject to a 10% Markup
Office Supplies	Net Cost	Subject to a 10% Markup
Permit and Application Fees	Net Cost	Subject to a 10% Markup
Postage and Shipping	Net Cost	Subject to a 10% Markup
Out of Town Travel	Net Cost	Subject to a 10% Markup
Meals	Net Cost	Subject to a 10% Markup

Parking	Net Cost	Subject to a 10% Markup
Mileage	Net Cost	Subject to a 10% Markup

**Other Information**

Requests to perform work on an overtime or accelerated basis will be invoice 1.5 times the Standard Bill Rates that are in place at that time.

Invoices submitted on a monthly basis.

Payments shall be issued Net 30 days from receipt and acceptance of invoices.

See Proposal

**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

Partners in Architecture

Hourly Rate

Fees

**Design Professionals**

Principal Architect	\$130
Sr. Project Manager	\$110
Project Manager	\$100
Project Architect	\$92
Architectural Designer	\$85
Interior Designer	\$85
CAD Draftsman	\$72
Clerical/Administrative	\$52

**Sub-consultants**

Hourly Rate

Fees/Upcharges

**Peter Basso Associates Inc.**

Principal Mechanical Engineer	\$182
Principal Electrical Engineer	\$182
Project Engineer - Mechanical	\$94
Project Engineer - Electrical	\$85
CAD Specialist	\$55

**Spalding DeDecker Associates Inc.**

Sr. Project Manager	\$180
Project Manager	\$160
Sr. Project Engineer	\$130
Project Engineer	\$120
Graduate Engineer	\$100
CAD Technician	\$87
Sr. Project Surveyor	\$142
Project Surveyor	\$120
Survey Technician	\$98

**J. Eppink Partners Inc.**

Sr. Landscape Architect	\$120
Landscape Architect	\$90

**Shymanski and Associates Inc.**

Principal Structural Engineer	\$160
Structural Engineer	\$130
CAD Technician	\$75
Clerical/Administrative	\$45

**G2 Consulting Group**

Principal	\$175
Project Consultant	\$160
Project Manager	\$150
Sr. Project Engineer	\$125
Project Engineer	\$120
Field Engineer	\$90

**Consultant Fees**

All consultant costs are marked up 5%.

**Fee Allocation per Phase of Project**

Programming/Schematic Design	15%	See Pricing
Design Development	20%	Proposal for

Construction Documents	40%	additional information.
Bidding and Negotiation	3%	
Construction	22%	
1 & 5 Year Post Occupancy Reviews	0%	

**Schedule of Reimbursable Expenses:**

Mileage (per current IRS rates), Bid Set Printing, Express Mailing and Plan Review Fees/Deposits.	Subject to a 5% Markup
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In-house printing/plotting and regular postage not considered reimbursable expenses and will not bill for these.

**Sample Copy of Firm's Invoice**

See Pricing Proposal

**Straub Pettitt Yaste Architects**

Hourly Rate

Fees

**Design Professionals**

**Straub Pettitt Yaste Architects**

J. Stuart Pettitt, FAIA Principal Architect	\$131
Richard A. Mann, AIA Principal Architect	\$118
Larry Bertollini, RA Architectural Designer	\$84
As Selected Architectural CADD	\$67
As Selected Architectural Clerical	\$47
Richard Kozlowicz, PE	\$118

**Sub-consultants**

Hourly Rate

Fees/Upcharges

**Potapa-VanHoosear Engineering - Mechanical**

Jayson VanHoosear, PE Principal Mechanical Engineer	\$114
Karl Potapa Mechanical Engineer	\$114
Kyle Potapa Mechanical Engineer	\$94
As Selected Mechanical CADD	\$71
As Selected Mechanical Clerical	\$43

**TAC Associates - Electrical**

Thomas Crowe, PE Principal Electrical Engineer	\$132
As Selected Electrical Engineer	\$119
As Selected Electrical Designer	\$94
As Selected Electrical CADD	\$71
As Selected Electrical Clerical	\$43



**Sample Copy of Firm's Invoice**



**Tower Pinkster Titus Associates Inc.**

**Hourly Rate**

**Fees**

**Design Professionals**

Adam Doubblestein // Principal	\$208
Eric Hackman // Project Manager	\$149
Rob Courter // Project Architect	\$149
Jason Novotny // Design Architect	\$208
Meghan Boyer // Interior Designer	\$110
Ron Masek // Landscape Architect	\$130
Ryan Eversole // Structural Engineer	\$149
Jon Rumohr // Mechanical Engineer	\$149
Lentz Becraft // Electrical Engineer	\$149
Eric Rinehart // Security + Technology Designer	\$130

**TowerPinkster Fee/Rate Schedule**

**Hourly Rate**

**Fees/Upcharges**

Principal	\$208
Sr. Associate Staff	\$149
Sr. Professional Staff Level I	\$149
Sr. Professional Staff Level II	\$130
Professional Staff	\$117
Sr. Technical Staff I	\$110
Sr. Technical Staff II	\$99
Technical Staff I	\$85
Technical Staff II	\$67
Technical Staff III	\$44
Support Staff	\$67

If necessary, our team may be supplemented by a civil engineering firm or other sub-consultant of your choice. Those rates will be vetted at that time.



**Sample Copy of Firm's Invoice**

See Pricing  
Proposal

## Proposal Documents

	A3C - Collaborative Architecture	DLZ Michigan, Inc.	Fishbeck
Proposal Narrative	X	X	X
Section 1.2	X	X	X
Section 1.3	X	X	X
Section 1.4	X	X	X
Company Profile	X	X	X
3 Years of Audited Financial Statements	Missing - see page 34 of technical proposal	X	X
Current W-9	X	X	X
Certificate of Insurance	X	Missing - see page 45 of technical proposal	X
References	X	X	X
Certificate of Compliance	X	X	X
Proposal Submission Checklist	X	X	X
<b>Supplemental Information - Optional</b>	X	N/A	N/A
Pricing Proposal - Attachment A	X	X	X
Schedule of Reimbursable Expenses	X		X
Sample Copy of Firm's Invoice	X	X	X
Addendum #1 - Signature Page	X	X	X

## FIRMS

Hobbs+Black Architects	Hooker DeJong Inc.	Hubbell, Roth, & Clark, Inc.	John Stewart Associates	JFR Architects, PC	Lindhout Associates, Architects
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
Balance Sheet for Three Years	Missing - see page 6 of technical proposal	Missing - see page 53 of 62 in technical proposal		Missing -see footnote in Company Profile	
X	X - Blank Form	X	Missing Missing	X	X
X	X	X	Missing	X	X
X	X	X	X	X	X
X	X	X	X	X - not notarized	X
X	X	X	Missing	X	X
X	N/A	N/A	N/A	N/A	N/A
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X

Mitchell & Mouat Architects	Niagara Murano LLC	NORR	NSA Architecture	Partners in Architecture, PLC	Straub Pettitt Yaste Architects
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X
No audited financials available - see Proposal Submission Checklist, Balance Sheet for 2020	Missing	X	X - unaudited	Statement of Operations for 3 Years	Missing
X	Missing	X	X	X	X
X	X	X	X	X	X
X	X	X	X	X	X - not notarized
X	X	X	X	X	X
N/A	N/A	N/A	N/A	X	X
X	X	X	X	X	X
X	Missing	X	X	X	Missing
X	X	X	X	X	Missing
X	X	X	X	X	X

Tower Pinkster  
Titus Associates  
Inc.

X

X

X

X

X

Balance Sheet  
and Statement  
of Operations  
for 3 years

X

X

X

X

X

X

X

Missing

X

X