

CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON
CAROL KOENIG

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RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
RYAN SEBOLT
DEB NOLAN
BRIAN McGRAIN
SARAH ANTHONY
TERI BANAS
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, MARCH 20, 2017 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 6, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Health Department
 - a. Resolution Authorizing an Agreement with McKesson Medical-Surgical Inc. for [LeadCare II Analyzers](#)
 - b. Resolution to Support the Continuing Assistance of the Ingham County Health Department in Working with Community Organizations that Seek to Develop a [Needle Exchange Program](#)
 - c. Resolution to Authorize a Subcontract with the City of Lansing, a Subcontract with Refugee Development Center, and a 0.5 FTE [Community Health Worker](#)
 - d. Resolution Honoring [Pam Love](#)
 - e. Resolution Honoring [Jeffrey Meier, D.O.](#)
2. Facilities – Resolution Awarding a Contract to J.W. Design to Provide Professional [Architectural and Engineering Services](#) for Renovating Portions of the Ingham County Health Department

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

HUMAN SERVICES COMMITTEE
March 6, 2017
Draft Minutes

Members Present: Anthony, Sebolt, McGrain, Nolan, and Banas

Members Absent: Tennis and Case Naeyaert

Others Present: Rebecca Bahar-Cook, Linda Vail, Jared Cypher, Maggie Fenger and others

The meeting was called to order by Vice-Chairperson Sebolt at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 27, 2017 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE FEBRUARY 27, 2017 HUMAN SERVICES COMMITTEE MEETING.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN TO AMEND THE MINUTES.

THE MINUTES WERE AMENDED AS FOLLOWS:

Ms. ~~Blackstone~~**Blackstock** stated that she was working on creating more outreach opportunities. She further stated that every time they set up and pass out business cards, a higher number of veterans come into the office.

Ms. ~~Blackstone~~**Blackstock** stated that she was amazed by the number of veterans that did not know what services were available for them. She further stated that due to the issues with the projector, she had not presented her slideshow, but felt the Commissioners would like to see it.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Commissioners Case Naeyaert and Tennis

Additions to the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Health Department
 - a. Resolution Authorizing an Agreement with WILX Channel 10 to Promote Ingham County Health Department Services

- b. Resolution Honoring Dawn Suarez
 - c. Resolution Honoring Tina Brenner
2. Health Services Millage – Resolution Authorizing a Contract Extension with Malannoye Consulting, LLC to Review Member Eligibility and Expenses Relative to the Health Services Millage Contracts with Ingham Health Plan Corporation
 3. Controller’s Office – Resolution to Accept the 2018 – 2022 Strategic Plan

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Case Naeyaert and Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Case Naeyaert and Tennis

Announcements

Commissioner Anthony thanked the Human Services Committee for accepting the Strategic Plan and stated that she looked forward to seeing the plan be adopted soon.

Commissioner McGrain thanked Commissioner Sebolt for running the meeting.

Commissioner McGrain stated that an IHP enrollment agent had approached him with concerns regarding the recent national immigration issues and how it affected folks who approached IHP for health services. He further stated that he would like to see what Ingham County could do as a progressive, liberally-leading, open, diverse community to address these concerns.

Commissioner Banas stated that she questioned if it would be appropriate to discuss those issues, and stated that she had noticed similar issues where families were frightened to be identified as immigrants. She further stated that she would like to have a conversation about what Ingham County could do to help, protect and assure the people in the community.

Jared Cypher, Deputy Controller, stated that the discussion would probably be best to have at the Human Services Committee.

Commissioner Banas stated that she would like to suggest that discussion because she would hate to think that people were not getting help because they were frightened.

Vice-Chairperson Sebolt stated that the discussion should be suggested to Chairperson Tennis to appear on the Human Services Agenda as a discussion item for a future meeting.

Public Comment

Rebecca Bahar-Cook stated that Commissioner Sebolt did a nice job as chair of the meeting.

Adjournment

The meeting was adjourned at 6:36 pm.

MARCH 20, 2017 HUMAN SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Health Department

a. *Resolution Authorizing an Agreement with McKesson Medical-Surgical Inc. for LeadCare II Analyzers*

This resolution authorizes an agreement with McKesson Medical-Surgical Inc. to provide two Magellan LeadCare II Analyzers to the Women, Infants, & Children (WIC) Program to aid in lead testing. The use of these analyzers is free provided ICHD purchases 4 LeadCare II Test Kits at the time the agreement is executed and 8 additional test kits annually; this will save ICHD the cost of purchasing additional analyzers at a cost of \$2,440 each. ICHD currently purchases 95 LeadCare II Test Kits on an annual basis. The test kit purchases mandated by this agreement would be included within the test kits already being purchased. Funds for purchasing these test kits are already budgeted annually.

b. *Resolution to Support the Continuing Assistance of the Ingham County Health Department in Working with Community Organizations that Seek to Develop a Needle Exchange Program*

This resolution supports the continued assistance of the Ingham County Health Department to provide technical support to potential community agencies that seek to establish a needle exchange program. Additionally, the resolution supports the continued assistance of the Ingham County Health Department to provide technical support to potential community agencies that seek to establish a needle exchange program.

c. *Resolution to Authorize a Subcontract with the City of Lansing, a Subcontract with Refugee Development Center, and a 0.5 FTE Community Health Worker*

This resolution authorizes a subcontract with the City of Lansing for the Ingham County Health Department (ICHD) to assist their Lead Safe Lansing program through outreach, providing assistance to families filling out program applications, and gathering required verification documentation. This assistance will be offered to families with children that have an elevated blood lead level (above 5 ug/dl), families and pregnant women that are participating in the Women, Infants, & Children (WIC) program, and landlords. The City of Lansing will provide Ingham County an amount up to \$100,500 for this work. The subcontract would be in effect from December 14, 2016 through December 13, 2019. In order to meet the terms of this subcontract, ICHD will establish a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of \$28,500 per year and subcontract with Refugee Development Center for outreach services to refugee families for an additional \$5,000 per year for the duration of the grant.

d. *Resolution Honoring Pam Love*

This resolution honors Mrs. Pam Love for 17 years of dedicated service to Ingham County and for her contributions made to the community.

e. *Resolution Honoring Jeffrey Meier, D.O.*

This resolution honors Dr. Jeffrey Meier for his 15 years of dedicated service to the community and for his exemplary patient care and commitment to his work.

2. Facilities – *Resolution Awarding a Contract to J.W. Design to Provide Professional Architectural and Engineering Services for Renovating Portions of the Ingham County Health Department*

This resolution awards a contract to J.W. Design who submitted the lowest responsive and responsible bid of \$24,800 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department to create a centralized waiting room area at the Human Services Building. Funds for this project are available within the \$250,000 HRSA Renovation Grant.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 6, 2017
SUBJECT: Agreement with McKesson Medical-Surgical Inc. for LeadCare II Analyzers
For the meeting agendas of March 20, 2017 and March 22, 2017

BACKGROUND

The Ingham County Health Department (ICHHD) would like to contract with McKesson Medical-Surgical Inc. to provide two Magellan LeadCare II Analyzers to the Women, Infants, & Children (WIC) Program to aid in lead testing. WIC currently utilizes two analyzers to provide lead screenings to nearly 4,000 children in Ingham County each year; these additional analyzers will allow more children to be screened for lead in a timely fashion. Protecting children from exposure to lead is important to lifelong good health; even low levels of lead exposure have been shown to affect children's intelligence, ability to pay attention, and academic achievement. The use of these analyzers is free provided ICHHD purchases 4 LeadCare II Test Kits at the time the agreement is executed and 8 additional test kits annually; this will save ICHHD the cost of purchasing additional analyzers at a cost of \$2,440 each.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHHD currently purchases 95 LeadCare II Test Kits on an annual basis. The test kit purchases mandated by this agreement would be included within the test kits already being purchased. Funds for purchasing these test kits are already budgeted annually.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a LeadCare II Analyzer agreement with McKesson Medical-Surgical Inc., effective upon execution of the agreement. The agreement will remain in effect until terminated by either party.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH MCKESSON MEDICAL-SURGICAL INC.
FOR LEADCARE II ANALYZERS**

WHEREAS, the Ingham County Health Department (ICHHD) would like to contract with McKesson Medical-Surgical Inc. to provide two Magellan LeadCare II Analyzers to the Women, Infants, & Children (WIC) Program to aid in lead testing; and

WHEREAS, WIC currently utilizes two analyzers to provide lead screenings to nearly 4,000 children in Ingham County each year and would use these additional analyzers to screen more children for lead in a timely fashion; and

WHEREAS, protecting children from exposure to lead is important to lifelong good health as even low levels of lead exposure have been shown to affect children's intelligence, ability to pay attention, and academic achievement; and

WHEREAS, the use of these analyzers is free provided ICHHD purchases 4 LeadCare II Test Kits at the time the agreement is executed and 8 additional test kits annually, saving ICHHD the cost of purchasing additional analyzers at a cost of \$2,440 each; and

WHEREAS, the test kit purchases mandated by this agreement would be included within the 95 test kits ICHHD already purchases on an annual basis; and

WHEREAS, funds for purchasing these test kits are already budgeted annually; and

WHEREAS, the Health Officer recommends authorizing a LeadCare II Analyzer agreement with McKesson Medical-Surgical Inc., effective upon execution of the agreement and in effect until terminated by either party.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a LeadCare II Analyzer agreement with McKesson Medical-Surgical Inc., effective upon execution of the agreement and in effect until terminated by either party.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 1b

TO: Board of Commissioners Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 7, 2017
SUBJECT: Ingham County Needle Exchange
For the meeting agenda of March 20, 2017

In December 2015, the Ingham Community Health Center (ICHC) Board of Directors recognized that opioid and other prescription and illicit drug abuse injection activities were on a significant increase and voted unanimously to create an Ad Hoc Committee on Needle Exchange Programs. ICHC Board Vice-Chair, Todd Heywood, chaired the committee throughout the process. Other members included the following:

- Commissioner Todd Tennis, Vice Chair
- Barb Byrum, Ingham County Clerk
- Joel Murr, Deputy Health Officer
- Sam Ingot, Ingham County Resident
- Cheryl Tennis, Ingham County Resident
- Nathan Murphy, Legislative Aide State Rep. Andy Schor's Office
- Jacque Liebner, RISE Recovery Community
- Corey Warren, RISE Recovery Community

The committee was charged with developing a comprehensive report that evaluated the following items:

- The need for a needle exchange program in Ingham County
- Efficacy of needle exchange in reduction of serious communicable diseases
- Efficacy of needle exchange in assisting those struggling with addiction in seeking, and obtaining addiction services
- Legal, community, and economic barriers to implementation of needle exchange programming
- Identification of partner agencies that may be willing to house and operate needle exchange programming in the community if the Ad Hoc Committee determines a program is needed.

The committee met from February through August of 2016 and presented its formal report and recommendations to the Human Services Committee on October 3rd, 2016. Commissioner Tennis recommended a resolution supporting the report so the committee can take it to other jurisdictions to move forward with the ordinance changes and send the message of support to law enforcement.

ALTERNATIVES

None.

FINANCIAL IMPACT

None of the recommendations were for the County to spend money or run these programs, but simply for administrative or moral support from the Health Department.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to support the continuing assistance of ICHD in working with community organizations that seek to develop a needle exchange program and the findings and recommendations in the committee's report.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUPPORT THE CONTINUING ASSISTANCE OF THE INGHAM COUNTY HEALTH DEPARTMENT IN WORKING WITH COMMUNITY ORGANIZATIONS THAT SEEK TO DEVELOP A NEEDLE EXCHANGE PROGRAM

WHEREAS, there is and will remain for the foreseeable future, a significant and substantial increased risk of needle-related transmission of HIV, Hepatitis B and Hepatitis C, as well as other blood-borne pathogens in Ingham County and the surrounding regions; and

WHEREAS, the Ingham Community Health Center's Ad Hoc Committee on Needle Exchanges has met monthly to establish a comprehensive report to evaluate the need for a needle exchange program in Ingham County and identify partner agencies that could operate a program in the community and has presented its formal report and recommendations to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners expresses its gratitude to the Ad Hoc Committee for its diligent work to assist with developing recommendations regarding a needle exchange program in Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners supports the continued assistance of the Ingham County Health Department to provide technical support to potential community agencies that seek to establish a needle exchange program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners endorses the findings and recommendations contained in the Ad Hoc Committee report and supports the use of a needle exchange program for the purpose of preventing the spread of communicable disease and encourages other area communities and law enforcement agencies to adopt necessary ordinances and regulations to support a needle exchange program.

Agenda Item 1c

TO: Board of Commissioners Human Services, County Services & Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 3, 2017
SUBJECT: Resolution to Authorize a Subcontract with the City of Lansing
For the meeting agendas of March 20, 2017, March 21, 2017 & March 22, 2017

BACKGROUND

The City of Lansing has received a lead hazard reduction grant from the Department of Housing and Urban Development. The City of Lansing would like to subcontract with Ingham County Health Department (ICHD) to assist their Lead Safe Lansing program through outreach, providing assistance to families filling out program applications, and gathering required verification documentation. This assistance will be offered to families with children that have an elevated blood lead level (above 5 ug/dl), families and pregnant women that are participating in the Women, Infants, & Children (WIC) program, and landlords.

The City of Lansing will subcontract with ICHD in an amount up to \$100,500 for this work. The subcontract would be in effect from December 14, 2016 through December 13, 2019. In order to meet the terms of this subcontract, ICHD will establish a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of \$28,500 per year and subcontract with Refugee Development Center for outreach services to refugee families for an additional \$5,000 per year for the duration of the grant.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

ICHD will receive up to \$100,500 from the City of Lansing under this subcontract. Additionally, ICHD will provide in-kind support including administrative and support staff time totaling \$27,750 per year for the duration of the grant.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to \$100,500 for the period of December 14, 2016 through December 13, 2019. I also recommend authorization for a 0.5 FTE Community Health Worker at \$28,500 per year for the duration of the grant and a subcontract with Refugee Development Center for an additional \$5,000 per year.

Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH THE CITY OF LANSING, A
SUBCONTRACT WITH REFUGEE DEVELOPMENT CENTER, AND A 0.5 FTE COMMUNITY
HEALTH WORKER**

WHEREAS, the City of Lansing has received a lead hazard reduction grant from the Department of Housing and Urban Development and would like to subcontract with Ingham County Health Department (ICHHD) to assist their Lead Safe Lansing program through outreach, providing assistance to families filling out program applications, and gathering required verification documentation; and

WHEREAS, this assistance will be offered to families with children that have an elevated blood lead level (above 5 ug/dl), families and pregnant women that are participating in the Women, Infants, & Children (WIC) program, and landlords; and

WHEREAS, Lansing will subcontract the ICHHD in an amount up to \$100,500 for this work; and

WHEREAS, in order to meet the terms of this subcontract, ICHHD will hire a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of \$28,500 per year and subcontract with Refugee Development Center for outreach services to refugee families for an additional \$5,000 per year for the duration of the grant; and

WHEREAS, ICHHD will provide in-kind support including administrative and support staff time totaling \$27,750 per year for the duration of the grant; and

WHEREAS, the Health Officer recommends authorization for a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to \$100,500 for the period of December 14, 2016 through December 13, 2019; and

WHEREAS, the Health Officer also recommends establishing a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of \$28,500 per year and authorizing a subcontract with Refugee Development Center for outreach to refugee families for an additional \$5,000 per year for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to \$100,500 for the period of December 14, 2016 through December 13, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes establishing a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of \$28,500 per year and subcontract with Refugee Development Center for outreach to refugee families for an additional \$5,000 per year for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING PAM LOVE

WHEREAS, after 17 years of dedicated service to the Ingham County Health Department (ICHHD) Mrs. Pam Love will retire on March 15, 2017; and

WHEREAS, Pam began her career in 2000 with ICHHD at the Otto Community Health Center, Willow Community Health Center, and Sexton Community Health Center (ICHCS) as a Medical Assistant; and

WHEREAS, as a Medical Assistant, Pam was responsible for greeting and checking in patients at the ICHCS, coordinating initial patient interviews, gathering background information, and assisting in the completion of various forms and applications; and

WHEREAS, Pam arranged for patient specialized testing, medical procedures and specialist referrals, contacted specialists offices, hospitals and labs to make appointments; and

WHEREAS, Pam has been an active participant in the community during her tenure by partaking in various public health fairs and screenings supporting a message of prevention and promotion of good health; and

WHEREAS, Pam's tireless emphasis on increasing immunization rates through the school-based Community Health Centers has been instrumental to promote up-to-date immunizations records of youth; and

WHEREAS, Pam has been a highly-skilled, productive, loyal, committed and passionate care giver for 17 years and will be greatly missed by those who have been in her presence.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby honors Mrs. Pam Love for 17 years of dedicated service to ICHHD and for her contributions made to the community.

BE IT FURTHER RESOLVED, that the Board wishes her continued success in all of her future endeavors.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JEFFREY MEIER, D.O.

WHEREAS, Dr. Jeffrey Meier began his career with the Ingham County Health Department (ICHD) in February 2002 as a Primary Care Provider for the Ingham Community Health Center at the Sparrow campus; and

WHEREAS, in 2014 Dr. Meier transitioned to the River Oak Community Health Center site as one of the top performing providers at ICHD; and

WHEREAS, Dr. Meier provided quality and exceptional patient care to the community along with a passion for ensuring extraordinary care to every generation; and

WHEREAS, Dr. Meier's patients have indicated they will miss his excellent care and loyalty to the community he served; and

WHEREAS, Dr. Meier has earned the admiration and respect of his patients, colleagues, and ICHD staff due to his sense of humor and devotion to hard work; and

WHEREAS, after 15 years of dedicated service to the citizens of Ingham County, Dr. Meier retired on March 17, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Dr. Jeffrey Meier for his 15 years of dedicated service to the community and for his exemplary patient care and commitment to his work.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

Agenda Item 2

TO: Board of Commissioners, Human Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 7, 2017

SUBJECT: A contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department

For the meeting agendas of: March 21 & March 22

BACKGROUND

Previous renovation designs were completed but not implemented. This project is different from the previous design, smaller in scope and size.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Although not a local vendor, both the Facilities and Purchasing Departments agree that a contract be awarded to J.W. Design who submitted the lowest responsive and responsible bid of \$24,800.00 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.

Funds for this project are available within the HRSA Renovation Grant.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with J.W. Design to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department.

Agenda Item 2

TO: Linda Vail, Health Officer
Russell Kolski, Deputy Health Officer/Executive Director
Rick Terrill, Director of Facilities

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: February 9, 2017

RE: Memo of performance for RFP No. 19-17: Professional Architectural & Engineering Services for Renovating Portions of the Ingham County Health Department

Per your request, the Purchasing Department sought proposals from qualified and experienced architectural & engineering firms for the purpose of entering into a contract to assist the County in renovating portions of the Ingham County Health Department located in the Human Services Building (HSB) in Lansing, Michigan.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department's website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	95	27
Vendor attending pre-bid/proposal meeting	7	1
Vendors responding	3	0

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Preliminary Design Services Cost (not to exceed)	Construction Services Cost (not to exceed)	Grand Total
J.W. Design	No, Royal Oak MI	\$8,400.00	\$16,400.00	\$24,800.00
Straub Pettitt Yaste Architects	No, Clawson MI	\$6,000.00	\$23,000.00	\$29,000.00
Ehresman Associates Inc.	No, Troy MI	\$12,080.00	\$22,750.00	\$34,830.00

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the "Resolutions group" as acknowledgement of the Purchasing Department's participation in the proposal purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO J.W. DESIGN TO PROVIDE PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR RENOVATING PORTIONS OF THE INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, previous renovation designs were completed but not implemented; and

WHEREAS, this project is different from the previous design, smaller in scope and size; and

WHEREAS, although not a local vendor, both the Facilities and Purchasing Departments agree that a contract be awarded to J.W. Design who submitted the lowest responsive and responsible bid of \$24,800.00 to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department; and

WHEREAS, funds for this project are available within the \$250,000 HRSA Renovation Grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to J.W. Design, 412 S. Washington Avenue, Suite 100, Royal Oak, Michigan, 48067, to provide professional Architectural and Engineering Services for renovating portions of the Ingham County Health Department for a total not to exceed cost of \$24,800.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.