A MEETING OF THE
INGHAM COUNTY BUILDING AUTHORITY
WILL BE HELD ON
Thursday, November 7, 2019 at 3:00 p.m.

Hilliard Building
Conference Room A
121 E. Maple Rd.
Mason, Michigan

AGENDA

Call to Order
Approval of the October 8, 2019 Minutes
Additions to the Agenda
Limited Public Comment

1. Community Mental Health
   a. DBI Invoice
   b. Hedrick Associates Inc. Pay App

2. Justice Complex – Kramer Management Invoice

Announcements
Public Comment
Adjournment

Next meeting is November 20, 2019 at 3:00 p.m.
<table>
<thead>
<tr>
<th>November 7, 2019 Building Authority</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8, 2019 Draft Minutes</td>
<td>i-iv</td>
</tr>
<tr>
<td>DBI Invoice</td>
<td>1</td>
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<tr>
<td>Hedrick Associates Inc. Pay App</td>
<td>2-4</td>
</tr>
<tr>
<td>Kramer Management Invoice</td>
<td>5-7</td>
</tr>
</tbody>
</table>
Members Present: Matt Nordfjord, County Corporation Counsel, Tim Dolehanty, County Administrator, Eric Schertzing, Treasurer

Members Absent: None.

Others Present: Facilities Director Rick Terrill, Facilities Representative Brian Fisher, Deputy Controller Teri Morton, Animal Shelter and Control Director Jodi LeBombard, CMH Representative John Peiffer, Kramer Management Group Representative Tom Shanley, Kramer Management Group Representative Mike Morgan

Call to Order: The Ingham County Building Authority meeting was called to order by Matt Nordfjord at 3:00 p.m., Wednesday, October 8, 2019 in Conference Room A of the Hilliard Building, 121 E. Maple Rd., Mason, Michigan.

Approval of the September 11, 2019 Minutes
MR. SCHERTZING MOVED TO APPROVE THE SEPTEMBER 11, 2019 MEETING MINUTES. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

Additions to the Agenda:
None.

Limited Public Comment: None.

1a. DBI Invoice 117321-0

Mr. Terrill explained to the Building Authority that this invoice was for CMH Phase II of the renovation project. It has been reviewed and is recommended for payment.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE DBI INVOICE IN THE AMOUNT OF $1,000.00. MR DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

1b. FHC Invoice 19106351

Mr. Terrill stated that this invoice had been reviewed and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE FHC INVOICE IN THE AMOUNT OF $2,573.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.
1c. **Change Orders (11, 12, 13)**

Change Order 11:

Mr. Peiffer stated that this was for the original bulletin 3 previously brought to the Building Authority that had 5 offices. When they dove in they realized that additional cabling was needed as it had not been done on the original scope of the project. This additional cabling with cover five offices and adjacent offices.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF CHANGE ORDER 11 IN THE AMOUNT OF $1,665.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

Change Order 12:

Mr. Peiffer stated that this was for the addition of an extra receptacle.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF CHANGE ORDER 12 IN THE AMOUNT OF $729.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

Change Order 13:

Mr. Peiffer explained that this was for the 5 offices and 2 adjacent. Originally, the receptacles had been installed in orange for isolated ground and they made the decision to upgrade to plain ivory receptacles to match everything else in the new renovation as well as additional data sleeves.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF CHANGE ORDER 13 IN THE AMOUNT OF $1,515.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

1d. **Financial Services Invoice**

Mr. Terrill explained that per conversation, Financial Services was able to reconcile the maintenance and repair fund. He further stated that he believed the fund was now back to $400,000. The invoice is a copy of the invoice sent by former Director Babinchak to Stacia Chick at CMH.

Mr. Peiffer stated that he had checked it against their records and explained that the invoice is extremely consistent with what he has been telling the Building Authority.

Discussion.

Mr. Terrill explained that this invoice was for informational purposes only.

1e. **Bergmann Associates Invoice**
Mr. Terrill stated that this invoice is for the A&E firm and is consistent with the contract. It has been reviewed and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE BERGMANN ASSOCIATES INVOICE IN THE AMOUNT OF $1,524.00. MR. DOLEHANTY SUPPORTED THE MOTION.

2a. **Contingency Transfer Request**
Mr. Terrill stated that this was a change order request for the removal of a tree based on conversations Mr. Fisher has with Law Enforcement. The removal of this tree was discussed at a previous meeting.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE CONTINGENCY TRANSFER REQUEST INVOICE THE AMOUNT OF $1,524.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2b. **Lansing Ice & Fuel Invoice**
Mr. Terrill stated that this was for fuel for the new generator. Approval for payment is recommended.

MR. SCHERTZING MOVED THE APPROVE PAYMENT OF THE LANSING ICE & FUEL INVOICE IN THE AMOUNT OF $2,573.00. MR DOLEHANTY SUPPORTED THE MOTION.

Mr. Dolehanty asked whether or not this should be an operating expense.

Mr. Terrill stated that typically it was but because this is the first time the generator is being filled, he thought he should bring it to the Building Authority.

Mr. Dolehanty explained that it wasn’t necessary as it should be included as part of the operating budget.

THE MOTION PASSED UNANIMOUSLY.

2c&d. **Window Tinting Request & Film Estimates**
Mr. Fisher explained that there are two proposals. The first place the shelter wants tinting is for the court holding dog room. The shelter thinks it best to have those tinted so that they are out of sight. The second is for Dispatch and the Assistant Management to have tinted windows so that they can maintain visual to the intake lobby but the public cannot see it. They would also like tinted windows in the stray dog holding area as these are dogs that do not belong to the County and are best kept out of the public eye, and tinting on all or some of the windows in the public areas so that the public can see in but the dogs cannot see out because seeing so many people is stressing the dogs and the shelter would like to limit that.

Mr. Schertzing stated that it seemed odd for the Community Outreach to have tinted windows.

Ms. LeBombard explained that even the Community Outreach has confidential information that they public should not see and while there are blinds, they don’t allow them to look into the lobby as necessary.
MR. SCHERTZING MOVED TO APPROVE THE TINTING REQUEST AND MOVING FORWARD WITH THE FILM ESTIMATES. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2e. **Granger Application for Payment**

Mr. Terrill stated that this is not the last application, there will be one more coming once the punchlist items are complete. Approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE GRANGER APPLICATION FOR PAYMENT IN THE AMOUNT OF $135,674.92. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

3a. **BKV Invoice 51015**

Mr. Terrill stated that this invoice has been reviewed and he recommends approval for payment. Mr. Terrill further stated that everyone involved was working very diligently to move this project forward quickly.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE BKV INVOICE IN THE AMOUNT OF $13,500.00. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

3b. **Kramer Management Invoice 1559**

Mr. Terrill stated that this invoice has been reviewed and discussed in length and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE KRAMER MANAGEMENT INVOICE IN THE AMOUNT OF $31,552.68. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

3c. **Kramer Management Project Update**

Mr. Shanley stated that they were working through the programming phase and with each stakeholder group to identify spaces they need. They have been through all staff interviews now and will recap with the Steering Committee. Mr. Shanley further explained that Kramer Management is also working through the process of filling all things into a comprehensive group so as to understand the overall square footage in order to devise a consistent budget. The plan is to present on November 20th. Mr. Shanley further stated that they were making good progress.

**Announcements:** Mr. Dolehanty stated that he would not be in attendance at the next Building Authority meeting.
**Public Comment:** Ms. Morton stated that she could sit in for the Controller’s Office as a non-voting member but there is a meeting prior until 4:30 that day. The next Building Authority meeting was rescheduled to 4:00 p.m. with Ms. Morton leaving early from her prior meeting.

The October 8, 2019 Building Authority meeting adjourned at 3:24 p.m.
**INVOICE**

BILLING ADDRESS

**INGHAM COUNTY BUILDING**
AUTHORITY
121 E MAPLE
MASON MI 48854

**COMMUNITY MENTAL HEALTH**
812 E JOLLY ROAD
LANSING MI 48911

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**TOTAL DUE**

4650.00

Please Remit Payment to:

DBI
912 E MICHIGAN AVE
LANSING, MI 48912
**APPLICATION AND CERTIFICATE FOR PAYMENT**

**AIA DOCUMENT G702/CMa**

<table>
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<tr>
<th>TO OWNER:</th>
<th>PROJECT:</th>
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<tbody>
<tr>
<td>Community Mental Health Authority</td>
<td>New CMH Server Room - Liebert EXM</td>
</tr>
<tr>
<td>(Ingham County)</td>
<td>UPS &amp; AC Systems</td>
</tr>
</tbody>
</table>

**FROM CONTRACTOR:**
Hedrick Associates, Inc.

**VIA CONSTRUCTION MANAGER:**
VIA ARCHITECT: Joe Sovis, Matrix Consulting

**CONTRACT FOR:**

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. **ORIGINAL CONTRACT SUM**
   $463,703.00
2. **Net change by Change Orders**
   $0.00
3. **CONTRACT SUM TO DATE (Line 1 + 2)**
   $463,703.00
4. **TOTAL COMPLETED & STORED TO DATE**
   (Column G on G703)
   $185,481.00
5. **RETAINE:G**
   a. **% of Completed Work**
   (Column D + E on G703)
   $0.00
   b. **% of Stored Material**
   (Column F on G703)
   Total Retainage (Lines 5a + 5b or total in Column 1 of G703)
   $0.00
6. **TOTAL EARNED LESS RETAINAGE**
   (Line 4 less Line 5 Total)
   $185,481.00
7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)**
   $0.00
8. **CURRENT PAYMENT DUE**
   $185,481.00
9. **BALANCE TO FINISH, INCLUDING RETAINAGE**
   (Line 3 less Line 5)
   $278,222.00

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<th>CHANGE ORDER SUMMARY</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
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<tr>
<td>Total approved this Month</td>
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<tr>
<td><strong>NET CHANGES by Change Order</strong></td>
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**APPLICATION NO:** 1
**Period to:**
**Project NO:** 3318
**Contract Date:**

**Certificate for Payment**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**Amount Certified:** $185,481.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

**Construction Manager:**
By: Joe Sovis
Date: 10/29/19

**Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.**

**The undersigned Contractor certifies that to the best of the Contractor’s knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.**

**Contractor:**
By: [Signature]
State of: **Michigan**
County of: **Kent**
Notary Public: Rosemarie Marke
My Commission expires: 04-05-2020

**Distribution to:**
- [ ] **Owner**
- [X] **Construction Manager**
- [ ] **Architect**
- [ ] **Contractor**

**VIA CONSTRUCTION MANAGER:**
**VIA ARCHITECT:** Joe Sovis, Matrix Consulting

**The American Institute of Architects, 1745 New York Ave., N.W., Washington, D.C. 20006-5920**

Users may obtain validation of this document by requesting the license a completed AIA Document D401 - Certification of Document’s Authenticity.
### CONTINUATION SHEET

AIA Document G703, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

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<th>ITEM NO.</th>
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<th>FROM PREVIOUS APPLICATION (D + E)</th>
<th>WORK COMPLETED THIS PERIOD</th>
<th>MATERIALS PRESENTLY STORED (NOT IN D OR E)</th>
<th>TOTAL COMPLETED AND STORRED TO DATE (D+E+F)</th>
<th>% (G + C)</th>
<th>BALANCE TO FINISH (C - G)</th>
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**GRAND TOTALS**

$463,703.00  $185,481.00  $185,481.00  40.00%  $278,222.00

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A submitted under Michigan State Contract 171-180000001133

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Make checks payable to Hedrick Associates
Kramer Management Group, Inc.  
1305 S. Washington Ave.,  
Suite 101  
Lansing, MI 48910

Voice: 517-998-9200  
Fax: 517-999-9292

**INVOICE**

Account Number:  
Invoice Number: 1579  
Invoice Date: Oct 28, 2019  
Page: 1

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**Bill To:**  
Ingham County Building Authority  
Ingham County Courthouse  
PO Box 319  
Mason, MI 48854

**Ship to:**  
Ingham County Courthouse  
PO Box 319  
Mason, MI 48854

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Subtotal: 19,214.58

Sales Tax:  
Total Invoice Amount: 19,214.58

Payment/Credit Applied:  
TOTAL: 19,214.58

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### Time Ticket Register

For the Period From Sep 29, 2019 to Oct 26, 2019

Filter Criteria includes: 1) Job IDs from 18-229 to 18-229. Report order is by Ticket Date.

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Kramer Management Group, Inc.
Mileage Reimbursement Report

**EMPLOYEE NAME:** Thomas Shanley  
**DATE SUBMIT:** 10/25/2019  
**MONTH(S) COVERED:** October 2019

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<th>DATE</th>
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<th>PROJECT NAME</th>
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<td>Lansing to Midland Co. to St. Clair County to home</td>
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**TOTAL MILES:** 301  
**MILEAGE RATE REIMBURSED:** $ 0.580  
**TOTAL AMOUNT TO BE REIMBURSED:** $174.58

**APPROVED BY:**  
**APPROVAL DATE:**  

7