THE INGHAM COUNTY BUILDING AUTHORITY WILL MEET ON
TUESDAY, APRIL 12, 2011 3:30 P.M.
CONFERENCE ROOM B, HILLIARD BUILDING
121 E MAPLE STREET, MASON, MICHIGAN

AGENDA

Call to Order
Approval of the March 22, 2011 Minutes
Additions to the Agenda
Limited Public Comment

1. 911 Dispatch Center Project
a. Review and Approval of the Design Development for the Ingham County 911
   Consolidated Dispatch Center

2. Approval of Invoices
a. TowerPinkster, Invoice #43900, Professional Services from February 26 to March
   25, 2011, $25,520.00

3. Next Meeting

4. Other Business

Announcements

Public Comment

Adjournment
INGHAM COUNTY BUILDING AUTHORITY
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7206 FAX (517) 676-7306

MINUTES
March 22, 2011

Members Present: Peter A. Cohl, Mary A. Lannoye, Eric Schertzing

Others Present: John Neilsen, Richard Terrill, Tom Shewchuk and Linda Sjolund

Call to Order: The Ingham County Building Authority meeting was called to order by Chairperson Peter Cohl at 4:00 p.m., Tuesday, March 22, 2011 in the First Floor Conference Room of the Mason Courthouse, 341 S. Jefferson St., Mason, Michigan

Approval of the February 22, 2011 Minutes:
MOVED BY SECRETARY MARY LANNOYE, SUPPORTED BY TREASURER ERIC SCHERTZING TO APPROVE THE FEBRUARY 22, 2011 BUILDING AUTHORITY MINUTES. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda: None.

Limited Public Comment: None.

1. **911 Dispatch Center Project:**
   a. Update – John Neilsen reported that the completed design and development of the 911 Consolidated Center will be presented by Tower/Pinkster and Clark Construction to the Law Enforcement Committee on April 14, 2011 at 7:00 p.m., Conference Room A, Human Services Building. The public safety community will be invited to this presentation. Once the design is reviewed by the Law Enforcement Committee, the Board of Commissioners will have a similar presentation and then the Board can approve the final design.

2. **Approval of Invoices:**
   a. AECom - 911 Consultant, Time & Materials Price Not to Exceed $98,600.00.

Tom Shewchuk stated that an RFP was sent out for a 911 Technology Consultant. Bids were reviewed by the Technology Committee and three firms were requested to present their bids via a conference call. The three interviewed firms were AECom, RW Management and Elert & Associates. A unanimous decision by the Technology Committee was to award a contract to AECom based on their 26 years of experience and their expertise. They have consulted on over 25 similar projects and would give the best value for the money. Mr. Terrill and Mr. Neilsen supported the Technology Committee’s recommendation. Ms. Lannoye requested clarification as to the amount of the contract. Mr. Shewchuk responded the contract would be or not to exceed $98,600.
The TIC group is the Technology Improvement Committee that was formed with the City of East Lansing, Meridian Township, MSU Police, Williamston Police, Lansing Township, and Mason Police for the purpose of implementing and sharing a common Computer Aided Dispatch (CAD) and Records Management System. Money was put aside from the TIC group for improvements and maintenance of these systems and MIS manages the fund (currently a balance of $9,460.20).

MOVED BY ERIC SCHERTZING, SUPPORTED BY MARY LANNOYE TO AUTHORIZE A CONTRACT WITH AECOM AS THE 911 TECHNOLOGY CONSULTANT FOR TIME & MATERIAL SERVICES FOR A COST NOT TO EXCEED $98,600.00. MOTION CARRIED UNANIMOUSLY.

Mr. Shewchuk and Mr. Terrill will meet with Robert Townsend, County Attorney’s Office, to develop the contract language.

b. Servers, Operating System, VMWare and Maintenance - Total cost $42,326.36 (Net $32,866.16 from 911 Fund)

MOVED BY ERIC SCHERTZING, SUPPORTED BY MARY LANNOYE TO AUTHORIZE THE PURCHASE OF SERVERS, THE OPERATING SYSTEM, VMWARE AND MAINTENANCE FOR A TOTAL COST OF $42,326.36 ($32,866.16 FROM THE TECHNOLOGY LINE ITEM IN THE 911 CENTER CONSTRUCTION FUND AND $9,460.20 FROM THE TECHNOLOGY IMPROVEMENT COMMITTEE FUND). MOTION CARRIED UNANIMOUSLY.

Mr. Shewchuk stated that MIS will issue Purchase Orders and the equipment will be purchased under a government contract.

c. Tower/Pinkster Invoice #43850 for Professional Services from January 29 to February 25, 2011 in the amount of $4,640

MOVED BY ERIC SCHERTZING, SUPPORTED BY MARY LANNOYE TO AUTHORIZE THE PAYMENT OF TOWER/PINKSTER INVOICE #43850, FOR PROFESSIONAL SERVICES FROM JANUARY 29 TO FEBRUARY 25, 2011 IN THE AMOUNT OF $4,640.

Mr. Terrill has reviewed the invoice and supports approval.

MOTION CARRIED UNANIMOUSLY.

d. Approve the Purchase of Appliances for the 911 Center (Refrigerator, Stove, Dishwasher, and Microwave) for a Not to Exceed Amount of $4,000

MOVED BY ERIC SCHERTZING AND SUPPORTED BY MARY LANNOYE TO APPROVE THE PURCHASE OF APPLIANCES FOR THE 911 CENTER (REFRIGERATOR, STOVE, DISHWASHER, AND MICROWAVE) FOR A NOT TO EXCEED AMOUNT OF $4,000.
Mr. Schertzing suggested that Mr. Terrill contact the LandBank as they have sent out RFPs for the purchase of appliances using federal guidelines.

MOTION CARRIED UNANIMOUSLY.

3. **Next Meeting:**

Mr. Terrill stated that the Building Authority has already approved the schematic design of the Center; however, a meeting is set for the Operations Sub-committee for March 30 with Tower/Pinkster for approval of the design development. Mr. Cohl stated the Building Authority should meet to approve the interior design and development of the Center (the floor plan layout, colors, carpet, flooring, brick, etc.) as recommended by the Sub-committee. Mr. Cohl stated that consideration should be given to the durability and cost of materials. Mr. Neilsen and Mr. Shewchuk confirmed that Tower/Pinkster has worked very closely with the Sub-committee with regards to the best materials, cost effectiveness, and durability of materials.

Mr. Terrill stated that he will be meeting with Lansing and East Lansing on March 28, 2011 to review what furniture/equipment that can be transferred to the new Center.

MOVED BY MARY LANNOYIE AND SUPPORTED BY ERIC SCHERTZING THAT THE BUILDING AUTHORITY WILL MEET ON MARCH 30, 2011 AT 3:30 P.M. TO APPROVE THE FINAL RECOMMENDATION OF THE INTERIOR DESIGN AND DEVELOPMENT. MOTION CARRIED UNANIMOUSLY.

If needed, the Building Authority will meet on April 26 at 4:00 p.m.

Ms. Lannoye stated that a check had been received from the US Department of Treasury for the federal recovery zone bonds (taxable bonds).

4. **Other Business:** There was no other business.

**Announcements:** There was no public comment.

**Public Comment:** There was no public comment.

The March 22, 2011 Building Authority meeting adjourned at 4:40 p.m.

Respectfully Submitted,

Mary A. Lannoye  
Secretary, Ingham County Building Authority
## Agenda Item #2a

### INGAM COUNTY BOARD OF COMMISSIONERS

INBOX 319
121 E MAPLE STREET
MASON, MI 48854

**March 31, 2011**

**Project No:** 10143.00  
**Invoice No:** 45900

### INGAM COUNTY 911 DISPATCH FACILITY

### CONSOLIDATED 911 DISPATCH FACILITY

### Professional Services from February 26, 2011 to March 25, 2011

<table>
<thead>
<tr>
<th>Billing Phase</th>
<th>Fee</th>
<th>Percent Complete</th>
<th>Earned</th>
<th>Previous Fee Billing</th>
<th>Current Fee Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEMATIC DESIGN</td>
<td>29,000.00</td>
<td>100.00</td>
<td>29,000.00</td>
<td>29,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DESIGN DEVELOPMENT</td>
<td>31,900.00</td>
<td>90.00</td>
<td>28,710.00</td>
<td>3,190.00</td>
<td>25,520.00</td>
</tr>
<tr>
<td>CONSTRUCTION</td>
<td>52,200.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>DOCUMENTS</td>
<td>2,900.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>BIDDING/NEGOTIATION</td>
<td>29,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CONSTRUCTION ADMINISTRATION</td>
<td>145,000.00</td>
<td>0.00</td>
<td>57,710.00</td>
<td>32,190.00</td>
<td>25,520.00</td>
</tr>
</tbody>
</table>

**Total Fee:** 145,000.00  
**Total this Invoice:** 25,520.00

---

**INVOICE**

**TERMS: NET / 30 DAYS** Invoices unpaid after 30 days are subject to interest charge of 11.5% per month, which is 18% per year.