

County of Ingham

Request for Proposals Packet #116-10A



Architectural Space Programming Services

**Sealed Proposals Due:
January 31, 2011 at 11:00 A.M.**

**Sealed Proposals shall be delivered to the:
Ingham County Purchasing Department
P.O. Box 319
121 E. Maple St.
Mason, Michigan 48854**

Phone: (517) 676-7222

1.0 PURPOSE

Ingham County (County) solicits proposals from firms qualified and experienced in architectural space programming for the purpose of entering into a contract with the County to provide building usage and space assessment services for areas including, but not limited to, office, storage, filing, common areas, conference rooms and break rooms at various County facilities.

2.0 OWNER

County of Ingham
121 E. Maple St.
Mason, Michigan 48854

3.0 FACILITIES INFORMATION

Please see Appendix A.

4.0 SITE VISITS

Vendors desiring to visit the facilities should contact Mr. Rick Terrill, Facilities Director, at (517) 676-7310 to schedule an appointment.

5.0 PLANS

Floor plans of the buildings are available at www.ingham.org/purchasing. Note: drawings may not accurately depict the correct office space and other room dimensions.

6.0 SCOPE OF SERVICES

The Contractor will be responsible for working directly with the Facilities Department and select staff from various departments to evaluate current and future space program needs and usage for areas including, but not limited to, office, storage, filing, common areas, conference rooms and break rooms at various County facilities. Recommendations will be made on how best to utilize the space, possibly through consolidation of departments and/or functions. Work will meet all state, local and federal guidelines and standards. The Contractor shall furnish all expertise, labor and resources for complete architectural space programming services in accordance with the requirements of this RFP and any subsequent contract.

6.1 Project Deliverables

Findings and recommendations along with projected renovation costs by location will be documented in a professional bound report for the County. The Contractor shall produce and submit three copies of the report including an electronic version.

6.2 Timeline

The County desires to have the Contractor commence work as soon as possible after a contract is approved by the Board of Commissioners, which is anticipated to take place in February, 2011. It is assumed that the Contractor will work closely with the County in preparing a schedule to complete this project as expeditiously as possible.

7.0 SUBMISSION REQUIREMENTS

7.1 Registering as a Vendor with Ingham County

Proposers who have not registered their company with the County should do so by visiting www.ingham.org/purchasing or by calling the Purchasing Department at (517) 676-7222 for assistance.

7.2 Pre-opening Inquires and Response

Any explanation desired by a proposer regarding the meaning or interpretation of this RFP and attachments must be requested to the Ingham County Purchasing Department, attention James C. Hudgins, Jr. at jhudgins@ingham.org **no later than 5:00 P.M. on January 7, 2011.**

7.3 Due Date, Time & Location

Proposals will be received no later than 11:00 A.M., local time prevailing, on **January 31, 2011** at which time they will be opened in public and read aloud in the:

Ingham County Purchasing Department
Attention: James C. Hudgins, Jr., Director of Purchasing
PO Box 319
121 E. Maple St.
Mason, Michigan 48854

Proposals received at other locations or delivered after the due date and time will not be accepted and will be returned to the proposer.

7.4 Submission of Proposals

Responses to this RFP should be concise and must include all the requested information. Proposers are required to submit an original (clearly marked) along with two (2) copies by the date, time, and place designated above. Proposals must be submitted in a sealed, opaque envelope or package and clearly marked on the outside "**Packet No. 116-10A Architectural Space Programming Services**". Be sure to include the name of your firm on the outside of the envelope or package.

Proposers are also requested to submit an electronic version of their proposal to packetresponse@ingham.org by the due date and time set above. The electronic submittal must

contain “**Packet No. 116-10A Architectural Space Programming Services Packet**” in the subject line. Should you have trouble submitting your electronic version please contact the Purchasing Department at (517)-676-7222.

Proposers shall complete and include with their submittals the following enclosed items:

- Local Purchasing Preference Form; and
- Signature Form.
- The Statistical Questionnaire is strictly optional.

7.5 Timely Submittals

Time is of the essence and any proposal or addenda pertaining thereto received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. It is the sole responsibility of the proposers for ensuring that their proposals are time stamped by the Purchasing Department. Proposals and/or any addenda pertaining thereto received after the announced time and date of receipt, by mail or otherwise, will be returned to the proposer. Nothing in this RFP precludes the County from requesting additional information at any time during the procurement process.

7.6 Deliveries

Should you decide to utilize an express delivery service, please note that we are located at the intersection of Maple Street and Jefferson Street.

7.7 Preparation of Proposal

All proposals must be made on the required forms prepared and executed fully and properly. Proposed prices shall be based on the selected Contractor furnishing all labor, supervision, specifications, working with the Construction Manager for value engineering purposes, administration, engineering, design, incidentals, bonds, insurance, and any other services required to complete the work in strict accordance with this RFP. All fees and costs must be disclosed in the proposal.

7.8 Proposal Process

Proposals which do not completely address all the solicitation requirements will be considered non-responsive and may be excluded from consideration. Any exceptions shall be duly noted in the submittal.

7.9 Authority to Bind Firm in Contract

Proposer shall provide the full legal firm name and address. Any proposal that has not been manually signed will be deemed non-responsive and excluded from consideration. Firm name and authorized signature must appear in the space provided on the enclosed Signature Sheet.

7.10 No Submittal

If you desire not to respond to this RFP, please forward your acknowledgment of “NO PROPOSAL SUBMITTED” via an email to jhudgins@ingham.org. Please also state the reason for not submitting a proposal. Failure to comply may be cause for removal of your company's name from the vendor list for subject commodity.

7.11 Special Accommodations

If you are an individual with a disability and require a reasonable accommodation, please notify the Purchasing Department at (517) 676-7222, three (3) working days prior to need.

8.0 GENERAL INFORMATION

8.1 Local Purchasing Preference Policy

The Ingham County Board of Commissioners (BOC) believes that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County. As such, in 2010, the BOC amending its purchasing policies to include a ten percent (10%) purchasing preference to qualified and registered local vendors who respond to solicitations for the purchase of goods and/or services.

In Ingham County, a local vendor is defined as a vendor that operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) on the enclosed Local Purchasing Preference Sheet at which business is being conducted. The vendor must also agree to comply with all other policies and requirements of the County. More information about the Local Purchasing Preference Policy can be found at www.ingham.org/purchasing.

8.2 Advice of Omission or Misstatement

In the event it is evident to a proposer responding to this RFP that the County has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding vendor shall advise Mr. James C. Hudgins, Jr., Director of Purchasing, at jhudgins@ingham.org of such omission or misstatement.

8.3 Notification of Withdrawal of Proposal

Proposals may be withdrawn prior to the date and time specified for proposal submission with a formal written notice by an authorized representative of the proposer. No proposer may withdraw a proposal after the opening for a minimum period of 90 days.

8.4 Rights to Pertinent Materials

All responses, inquires, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proposers that are submitted as part of the proposal shall become the property of the County after the proposal submission deadline.

8.5 Firm Pricing for County Acceptance

The proposal price must be firm for County acceptance for ninety (90) days from the proposal opening date.

8.6 Cost of Preparation

The County will not pay any costs incurred in the proposal preparation, printing or demonstration process. All costs shall be borne by the proposers.

8.7 Standard Forms

Any preprinted contract forms the vendor proposes to include as part of the contract resulting from this solicitation must be submitted as part of the proposal. Any standard contract provisions not submitted as part of the proposal and subsequently presented for inclusion may be rejected. The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

8.8 Addendum(s)

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, an addendum will be issued to all vendors known to have received a proposal. It is the responsibility of the proposer to ensure that he/she has received and signed all addendums prior to submitting a proposal. No oral explanation or instruction of any kind or nature whatsoever given before the award of a contract to a proposer shall be binding.

8.9 Workplace Diversity

Ingham County encourages, but in no way requires, its vendors to develop and maintain a diverse workforce that is reflective of the population of Ingham County. According to the U.S. Census Bureau, the statistics of Ingham County's population in 2005 was comprised of the following:

- a) White persons - 81.5%
- b) Black or African American persons - 11%
- c) American Indian and Alaska Native persons - 0.6%
- d) Asian persons - 4.3%
- e) Native Hawaiian and other Pacific Islander - 0.1%
- f) Persons of Hispanic or Latino origin - 5.9%

Ingham County tracks vendor diversity information for statistical purposes with companies with which it does business. Reporting of this information to the County is optional and not all companies participate. Statistical information regarding workplace diversity is submitted to the County in a separate sealed envelope containing the notation “STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT.” Upon receipt of these separate sealed envelopes, the Purchasing Department segregates the envelopes from the other proposal documentation. The envelopes containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

8.10 Precedence of Documents

In the event that any variance should arise between the drawings and specifications, the specifications shall govern.

8.11 Prime Contractor Responsibilities

The Contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Furthermore, Ingham County will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

8.12 Independent Price Determination – Non-Collusion

By submission of a proposal, the proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, that in connection with this proposal:

- The prices of the proposal have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offer or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror and will not be knowingly disclosed by the offeror to any competitor;
- No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition; and,
- The price quoted is not higher than that given to the general public for the same service.

8.13 Exceptions

Proposers must submit a listing of any and all exceptions to this RFP. Suggested substitutions, printed forms, sample contracts etc. may be provided with the listed exceptions.

9.0 CONTRACTUAL TERMS AND CONDITONS

9.1 Nondiscrimination Clause

The Proposer who is selected as the Contractor, as required by law, and/or the Equal Opportunity Employment and Non-Discrimination Policy of Ingham County, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification.)

The Contractor shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the following:

- a) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- b) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- c) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat. 394, as amended, and regulations promulgated there under.
- d) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated there under.

Breach of this section shall be regarded as a material breach of the agreement.

Proposers shall disclose with their proposals any conclusive findings of violations of federal, state, or local equal opportunity statues, ordinances, rules, regulations, or policies within the past three (3) years.

9.2 Indemnification and Hold Harmless

The Proposer who is selected as the Contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless the County of Ingham and its elected and appointed officers, employees, servants and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the County of Ingham and its elected and appointed officers, employees, servants and agents may incur as a result of the acts, omissions or negligence of the Contractor or its employees, servants, agents or Subcontractors that may arise out of the agreement.

The Contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out in behalf of or reimbursed to the County, its officers, employees, servants and agents by the insurance coverage obtained and/or maintained by the Contractor.

9.3 Insurance Requirements

The Contractor, and any and all of their subcontractors, shall not commence work under this

contract until they have obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to the County of Ingham.

- a) Worker's Compensation Insurance: The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable Statutes of the State of Michigan.
- b) Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence. Coverage shall include the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
- c) Professional Liability: The Contractor shall procure and maintain during the life of this contract, Professional Liability insurance in an amount not less than \$1,000,000 per occurrence and aggregate. If this policy is Claims Made Form, then the Contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.
- d) Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
- e) Additional Insured: Commercial General Liability, as described above, shall include an endorsement stating the following shall be "Additional Insureds": The County of Ingham, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- f) Cancellation Notice: All insurances described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advanced written notice of cancellation, non-renewal, reduction and/or material change shall be sent to: Ingham County Purchasing Department, P.O. Box 319, Mason, Michigan 48854."
- g) Proof of Insurance: The Contractor shall provide the County of Ingham at the time the contracts are returned by him/her for execution, certificates and policies as listed below:
 - Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - Two (2) copies of Professional Liability Insurance.
 - If so requested, certified copies of all policies will be furnished.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the County of Ingham at least ten (10) days prior to the expiration date.

9.4 Applicable Law and Venue

Any agreement resulting from this RFP shall be construed according to the laws of the State of Michigan. The County and Contractor agree that the venue for any legal action under this agreement shall be the County of Ingham, State of Michigan. In the event that any action is brought under any agreement resulting from the RFP in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Western District - Southern Division.

9.5 Compliance with the Law

Contractor shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

9.6 Independent Contractor

The Proposer who is selected as the Contractor shall be an independent Contractor. The employees, servants and agents of the Contractor shall not be deemed to be and shall not hold themselves out as employees, servants, or agents of the County and shall not be entitled to any fringe benefits received by the County's personnel, such as, but not limited to, health and accident insurance, life insurance, longevity or paid sick or vacation leave.

The Contractor shall be responsible for paying all compensation to its personnel for services they have performed under this Contract and for withholding and payment of all applicable taxes to the proper Federal, State and local governments.

9.7 Living Wage Requirement

Ingham County policy requires vendors contracting with the County primarily to perform services to pay their employees a living wage if the following two (2) conditions apply:

- a) The total expenditure of the contract or the total value of all contracts the vendor has with the County exceeds \$50,000 in a twelve-month calendar; and,
- b) The vendor employs five (5) or more employees.

In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four. For 2010, the living wage is \$13.78 per hour. Twenty percent (20%) of the living wage costs paid by the employer can be for an employee's health care benefits. This wage rate applies to part and full-time employees who work on County contracts. See www.ingham.org/purchasing for more information.

10.0 EVALUATION, AWARD & TIMELINE

10.1 Proposal Evaluation

An Evaluation Committee will review the proposals. This process typically takes 2-3 weeks from the proposal opening date.

10.2 Evaluation Methodology

The factors considered in making the recommendation for award will be all the information requested in this RFP. The technical and price proposals of the RFP are typically evaluated independently of each other.

10.3 Presentations

Upon receipt and evaluation of the responses, selected proposers may be required to make in-person presentations to the County.

10.4 Award of Contract

It is the intention of the County to award a contract to the lowest responsive and most responsible proposer provided that the proposal has been submitted in accordance with the terms and conditions of the RFP and does not exceed the budgeted funds available.

10.5 Basis for Award

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, if any, and any other information or factors deemed relevant by the County, shall be utilized in the final award.

10.6 Right of Rejection

The County reserves the right to reject any or all proposals, to waive any informalities or irregularities in proposals, and/or to negotiate separately the terms and conditions of all or any part of the proposals as determined to be in the County's best interests at its sole discretion.

10.7 Period of Contract

Single project services.

10.8 Contract Approval

The Ingham County Board of Commissioners and other boards and committees must approve the contract resulting from this solicitation. This process typically takes 2-4 weeks from the date the successful Contractor is identified.

10.9 Contract Preparations

The County will prepare a formal contract, if one is awarded, specific to this solicitation for execution by the successful Contractor based on the appropriate AIA documents. This process typically takes two weeks from the date the Board has approved the contract.

The County reserves the right to accept or reject in whole or in part any form contract submitted by a proposer and/or to require that amendments be made thereto, or that an agreement drafted by the County be utilized.

10.10 Notification of Award

Upon acceptance by the County, and approval by the Board of Commissioners, the successful proposer will be notified of award in writing by e-mail. Recommendations for awards will be posted on the County's website at www.ingham.org/purchasing. All proposers will be notified by e-mail of the County's decision.

10.11 Contract Execution

The Contractor shall within ten (10) days of commencement of work under contract furnish the required insurance, and bonds, if required.

11.0 RESPONSE FORMAT

The items listed below shall be submitted with each proposal and shall be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its proposal.

Tab I – Transmittal Letter

Provide a transmittal letter indicating your firm's understanding of the requirements of this specific job proposal. The letter must be a brief formal letter that provides information regarding the firm's interest in and ability to perform the requirements of this RFP. A person who is authorized to commit the proposer's organization to perform the work included in the proposal must sign the letter.

Tab II – Project Approach

- Provide a description of your firm's philosophy.
- Explain how, for this project, your firm would approach this project.

Tab III – Related Project Experience

Provide information on project experience of your firm and your team members that demonstrates your qualifications and ability to provide the services requested. Describe clearly your range of experience. Please include the following:

- Project name
- Project description and scope of services provided
- Agency/department/office for which performed
- Contact name and phone number
- Dollar value of the contract
- Dates of commencement and completion

- Indicate if project was completed on time

Tab IV – Project Team Qualifications

This section should present the organizational structure, resumes, and responsibilities of key persons to be assigned to this project, including:

- The size of the firm, and the location of the office from which the work on this project is to be performed.
- If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal should be noted, if applicable.
- Identify the principal supervisory and management staff, including partners, managers, other supervisors and specialists, who would be assigned to the project. Indicate whether each such person is registered or licensed to practice in Michigan. Provide information on the experience of each person and longevity with firm, including membership in professional organizations relevant to the performance of this project.
- The number and nature of the professional staff to be employed in this project on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.
- An organizational chart defining the relationships and areas of responsibility for team members, including their titles, duties, and their availability for the proposed project.
- Relevant project experience covering the last five years, including titles, duties, and employing organizations, certifications, and affiliations.
- Proposed staff roles in projects cited as related experience.
- Current project responsibilities, firm responsibilities and education for each proposed team member.
- Resumes for persons for each required discipline.
- Indicate how the quality of staff over the term of the agreement will be assured.
- Provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

The County reserves the right to contact any and all references and to obtain, without limitation, regardless of proposer's performance on the listed jobs the same information provided for in the original RFP.

Tab V – Proposed Fees and Expenses

The fee shall cover all services necessary for the successful execution of the project.

- Provide your fee expressed as a fixed fee plus normal reimbursable expenses (itemize reimbursable expenses and provide a not-to-exceed projected cost for each expense.)
- Include the number of anticipated meetings.

Tab VI – Project Schedule

Use this section to include a general project schedule. This information should be presented so that the Evaluation Committee can see how activities relate to each other as far as timing goes

and also how long the project is expected to take from contract execution to delivery of the final product.

- Include a general schedule of completion for the project, including major tasks and sub-tasks to be accomplished.
- Indicate other projects currently being worked on by your firm.
- Indicate any concerns with respect to timeline.

VII – Identification of Anticipated and/or, Potential Project Problems

Use this section to identify and describe any anticipated and/or potential project problems, the firm’s approach to resolving these problems, and any special assistance that will be requested from the County.

Tab VIII – Acceptance of Conditions

Provide a definitive statement of intent to comply with the Contractual Terms and Conditions as delineated in this RFP. If proposed terms and conditions are not acceptable as described, note and explain any exceptions; however, failure to agree to the terms required by law or County purchasing and contractual requirements may be grounds for disqualification of the proposal.

Tab IX – Forms

Use this section to include a copy of all addenda, if any, issued to the RFP. Also, include the Local Purchasing Preference Sheet and the Signature Sheet. The Workplace Diversity Questionnaire is strictly optional. Proposers shall also submit a current copy of their insurance.

Tab X – Appendices

The content of this tab is left to the Proposer's discretion. However, the Proposer should limit materials included here to those that will be helpful to the Evaluation Committee in understanding the services to be provided for this specific job.

LOCAL PURCHASING PREFERENCE SHEET

(Please type or print clearly in ink only)

Packet No. 116-10A Architectural Space Programming Services

1. Do you desire to have your company considered a “local vendor” and therefore have your proposal evaluated with the 10% local purchasing preference? ___ Yes ___ No
2. If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted?
3. Complete Legal Firm Name: _____
4. Company Address: _____
5. Company Phone: () _____ Fax: () _____
6. Name and title of person authorized to sign on behalf of your company:

7. Signature/date: _____

Note: Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific proposal or proposal are not entitled to the preference for that specific proposal or proposal.

SIGNATURE SHEET

(Please type or print clearly in ink only)

Packet No. 116-10A Architectural Space Programming Services

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm:

Order from Address:

Remit to Address:

Fed ID No.:

Signature:

Name (type/print):

Title:

Telephone: (____) _____ Fax No.: (____) _____

Date: _____

Notification of Award sent to: _____

E-mail of Person Receiving Award Notification: _____

STATISTICAL QUESTIONNAIRE -OPTIONAL

(Please type or print clearly in ink only)

Packet No. 116-10A Architectural Space Programming Services

The Ingham County Board of Commissioners monitors workplace demographics of proposers and vendors for statistical purposes and to indicate the need for inclusive outreach efforts to ensure that members of underutilized groups have equal opportunity to contract with the affected departments.

To that end, the County requests vendors to submit as part of their response to any formal solicitations, the following workplace diversity information. Vendors are encouraged to complete as much information as possible. This information will be used for statistical purposes only. Statistical information shall be submitted to the County in a separate sealed envelope containing the notation "STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT". Upon receipt of these separate sealed envelopes, the Purchasing Department segregates the envelopes from the other proposal documentation. The envelopes containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

1. What percentage of your firm's workforce is?

Female _____ %
Physically-disabled _____ %
Veteran _____ %

African-American	_____ %	Caucasian	_____ %
Asian-Indian American	_____ %	Hispanic-American	_____ %
Asian-Pacific American	_____ %	Native-American	_____ %

2. If your business is at least 51% owned by one of the following individuals, please check all that apply:

<input type="checkbox"/> Female	<input type="checkbox"/> African-American	<input type="checkbox"/> Caucasian
<input type="checkbox"/> Disabled	<input type="checkbox"/> Asian-Indian American	<input type="checkbox"/> Hispanic-American
<input type="checkbox"/> Veteran	<input type="checkbox"/> Asian-Pacific American	<input type="checkbox"/> Native-American

3. Complete Legal Firm Name: _____

4. Company Address: _____

5. Company Phone: () _____ Fax: () _____

6. Name and title of person authorized to sign on behalf of your company:

7. Signature/date: _____

Appendix A – Facility Information

Facility	Year Built or Last Year Remodeled	Facility Square Feet	Location	Departments or Offices Located Within Facility	No. of Employees in Department or Office	Department or Office Total Square Feet
Mason Locations						
Annex	1926; library wing added circa 1977	20,839	630 ½ N. Cedar St. Mason	None	N/A	N/A
Courthouse	1905	39,713	341 S. Jefferson St. Mason	Board of Commissioners 1 st Floor	3	986
				Board of Commissioners 3 rd Floor	0	1,290
				Circuit Court Courthouse	0	2,510
				Circuit Court Offices	5	2,750
				Conference Room 1 st floor	0	315
				Controller	5	1,238
				County Clerk	6	2,101
				Equalization	8	1,504
				Register of Deeds	10	2,795
				Treasurer	8	2,125
Drain Office	1985	5,184	700 Buhl Ave., Mason	Drain Commissioner	22	5,184
55 th District Court	1955	14,480	707 Buhl Ave., Mason	55 th District	30	14,480
Hilliard Building	1992	45,000	121 E. Maple St., Mason	Budgeting	2	981
				Community Corrections	2	153
				Conference Rm. A	0	913
				Conference Rm. B	0	842
				Conference Rm. C	0	406
				Economic Development Corporation &	2	831

				Agriculture Board		
				Facilities & Purchasing	3	1,673
				Financial Services	10	2,915
				Housing	3	538
				Management Information Services	14	5,514
				MSU Extension	12	2,623
				Parks	6	1,588
Lansing Locations						
Grady Porter Building / Veterans Memorial Courthouse	Built in 1956; remolded in 2000 / built in 2000	99,140 / 110,000	303 / 313 W. Kalamazoo, Lansing	Circuit Court	61	43,800
				Family Court	58	16,170
				Probate Court	14	10,950
				County Clerk	3	500
				Treasurer	2	250
				Sheriff	5	18,900
				Facilities	4	14,800
				Friend of the Court	58	14,720
				Prosecuting Attorney	70	16,460
				Adult Probation	34	6,730
MIS	2	1,360				
Human Services Facility	Built in 1984; remodeled in 1997	195,000	5303 S. Cedar St., Lansing	Facilities / Vending Area	12	9,052
				Health	203	60,845
				Human Resources	6	7,300
				Veterans Affairs	4 plus 8 counselors	4,270
				Tri-County Office on Aging	62	10,000
				Department of Human Resources (DHS)	270.5	55,026
				Ingham Counseling Ctr.	92	48,507

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