



Kalamazoo County Animal Services & Enforcement Advisory Board Meeting Minutes Kalamazoo County Expo Center, Room C Thursday, August 24th, 2017 at 7:00 pm

ITEM 1 – Call to Order

Meeting was called to order by Vice Chair at 7:04 pm.

ITEM 2 – Roll Call

Members:

Present – Danielle Gray (Vice Chair), Dr. Christopher Rohwer, Jonathan Morgan, Samantha Cree, Aaron Winters

Late Arrival – Dr. Rhonda Prince (7:05 pm)

Absent – Sue Brodasky (Chair), Scott Thrasher, Debra Wall, Commissioner Tracy Hall (alt.), Commissioner Roger Tuinier

KCASE Staff:

Stephen Lawrence, Jenny McGinnis

Guests:

Dave Rachowicz

ITEM 3 – Approval of Minutes

Motion made by S. Cree to approve minutes from meeting on August 8th, 2017. Motion seconded by C. Rohwer and carried unanimously.

ITEM 4 – Citizen's Time

No one addressed the board.

ITEM 6 – Commissioner's Time

No Commissioners present.

ITEM 5 – For Consideration:

A. Review of Bid Proposals – D. Rachowicz

A total of 12 proposals were submitted by the RFP deadline. After the Selection Team reviewed the proposals, the 3 most qualified firms (giving significant weight to previous experience) were chosen for interviews. The three firms selected were: CHMP, Design Forum & Mathison/Mathison. Prior to today's meeting, a copy of each firm's proposal was sent to Advisory Board members via email.

B. Discussion & Recommendation

The Selection Team found pros and cons within each firm, but felt confident that each of them could adequately complete the project. Due to this, the Selection Team feels that the lowest bidder, CHMP, should be awarded the bid.

While Board expressed preference to Mathison/Mathison based on the partnership with Design Learned, Inc. (DLI) and DLI's extensive knowledge bank, Mathison/Mathison presented the highest bid and the financial aspect is understood. After listening to

Steve's analysis of the finalists, the Advisory Board is comfortable recommending CHMP to the County Board of Commissioners.

MOTION: C. Rohwer made motion to support CHMP as the selected firm for presentation to County Commission; S. Cree seconded. All ayes; carried unanimously.

A recommendation presentation will be made to the County Board of Commissioners at the September 5th meeting. The contract will hopefully be approved at the following County board meeting on September 19th.

ITEM 7 – Other

None

ITEM 8 – Adjournment

Meeting was adjourned by Vice Chair at 8:00 pm

Minutes submitted by Kalamazoo County Animal Services & Enforcement Senior Administrative Assistant, Jennifer McGinnis

