



## KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

### KALAMAZOO COUNTY GOVERNMENT OFFICE OF PURCHASING

201 WEST KALAMAZOO AVENUE  
KALAMAZOO, MICHIGAN 49007  
PHONE: (269) 383-8967  
FAX: (269) 383-6448

July 28, 2017

### REQUEST FOR PROPOSALS

Kalamazoo County Government (Owner) invites qualified professional services firms and individuals, with the specific expertise in **Architectural/Engineering Services**. Services will be for design and management for the Kalamazoo County Animal Services & Enforcement Shelter Project.

**An optional Pre-Proposal Meeting will be held at 10:00 am on Friday, August 4, 2017, 10:00 am in room C at the Kalamazoo County Expo Center, 2900 Lake Street, Kalamazoo, MI 49048. Firms interested in submitting a proposal may attend the meeting. It is not mandatory.**

Requirements can be downloaded at <http://www.kalcounty.com/purchasing/rfp.php>. Bids must be submitted in complete original form by mail or messenger to the following address:

Kalamazoo County Purchasing Department  
Kalamazoo County Administration Building  
201 W. Kalamazoo Ave., **Room 402**  
Kalamazoo, MI 49007

Bids will be accepted at the above address until the time and date specified below and immediately after will be publicly opened and read aloud.

**Bids Due:**

**CLOSING DATE: Thursday August 17, 2017**

**CLOSING TIME: 2:00 P.M., Local time**

All bidders shall complete, sign and enclose the Bid Form along with the bid in a tightly sealed opaque envelope and plainly marked "**PROPOSAL – ANIMAL SHELTER ARCHITECTURAL/ENGINEERING SERVICES**". Bids opened by mistake due to improper identification will be rejected and returned.

**KALAMAZOO RESPONSIBLE BIDDER: All bidders, including subcontractors, with bids in excess of \$50,000 must be prequalified through the Kalamazoo County responsible bidder program. The contractor should submit the form to Kalamazoo County by 5:00 pm, local time, AUGUST 10th, 2017 to [purchasing@kalcounty.com](mailto:purchasing@kalcounty.com). All bids are subject to the Kalamazoo County Standard Terms and Conditions.**

## **STANDARD TERMS AND CONDITIONS**

1. **BID PREPARATION** - The bids shall be legibly prepared with ink or typed. If a unit price or extension already entered by a bidder on the bid form is to be altered, it should be crossed out with ink, the new unit price or extension entered above or below, and initialed by the bidder, also with ink. The bid shall be signed by an authorized representative and the complete address of the bidder given thereon.
2. **PAYMENT PROVISIONS** - Discount payment within a specified period of time will not be considered in evaluating bids for award. Such discounts will be taken if payment can be made in that period, even though they are not considered in the evaluation of the bid. The County comes under the provisions of a state statute which requires Board approval before invoices are paid. There is a delay from 30 - 45 days between invoice receipt and invoice payment.
3. **TAX EXEMPT** - The County, when purchasing equipment directly, is exempt from Federal excise and State sales taxes, except as the law allows, and such taxes shall not be included in bid prices. Equipment provided by a contractor as a part of this contract is subject to taxation to the contractor.
4. **WITHDRAWAL OF BIDS** - Bids may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known, and he signs a receipt for the bid; but only if the withdrawal is made prior to the exact time set for receipt for bids.
5. **ALTERNATE BIDS** - Bidders are cautioned that any alternate bid, unless specifically requested, or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this Invitation, may be considered non-responsive and at the option of the County, may result in rejection of the bid.
6. **NO BID** - In the event no bid is to be submitted, a letter or postcard should be sent to the Purchasing Department advising whether future Invitations of the type of supplies or services covered by this Invitation are desired. In the event this is not done, the vendor's name may be removed from the bidder list.
7. **AWARD OF CONTRACT** - The contract, in the form of a purchase order, will be awarded to that responsible bidder whose bid, conforming to this solicitation will be most advantageous to the County, price and other factors considered.
8. **BID ACCEPTANCE** - The County reserves the right to accept or reject any or all bids and to waive any informalities and minor irregularities in bids received.
9. **BID POSTPONEMENT** - The County reserves the right to postpone the bid opening for its own convenience.
10. **INDEMNIFICATION** - The contractor agrees to defend, indemnify and hold harmless the County of Kalamazoo, its officers, officials, employees, agents and representatives from and against all claims, actions, liabilities, losses, suits, fines proceedings, costs and expenses, including attorney fees, alleged to be caused by the fault or negligence of the contractor or its employees, agents and representatives arising out of contractor's performance or lack of performance under this contract.
11. **INSURANCE** - The successful bidder shall provide to the County of Kalamazoo a certificate of insurance providing for a commercial general liability insurance policy on an occurrence basis with policy limits of at least one million dollars (\$1,000,000), to include but not be limited to personal injury, bodily injury, property damage, automobile liability and contractual liability. The certificate of insurance shall specifically provide that the County of Kalamazoo and its officers, agents, employees and representatives are named as additional insureds and that the insurance policy cannot be cancelled or materially altered without providing a thirty (30) day written notice to the County of Kalamazoo. The usual words in the cancellation clause of the insurance certificate which state "endeavor to" and "failure to mail such notice shall impose no obligation or liability of any kind upon the company" shall be stricken.

The bidder shall also furnish to the County of Kalamazoo a certificate of insurance covering workers' compensation for bidder's employees. Failure of the bidder to provide the certificates of insurance or receipt by the County of a notice of cancellation of the insurance policy(ies) by the bidder's insurance company(ies) shall constitute a material breach of contract and this contract may be terminated immediately.

12. **LATE BIDS** - Any bid received at the office designated herein after the exact time specified for receipt, will be sent back to the bidder unopened with a notation of the date and time received.
13. **NON-ASSIGNMENT** - The successful bidder may not assign, subcontract or otherwise transfer any contract granted without the express written approval of the County.
14. **NON-DISCRIMINATION** - In accordance with provisions of Act 453, P.A. 1976 as amended (Elliott-Larson Civil Rights Act) parties to this contract may not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability unrelated to the individual's capacity to perform the employment/job functions. Breach of this covenant may be regarded as a material breach of this contract.
15. **SPECIAL PROVISIONS** - This contract may be subject to provisions of OMB Circular A-102 (Uniform Requirements for Grants and Cooperative Agreements), Section 36 titled Procurement. If applicable, this language will be contained in an appendix to the contract. Bidders not familiar with Section 36 may request a copy through the Purchasing Department.
16. **DEFAULT** - The County may, by written notice to the contractor, at any time terminate this contract, and the contractor's right to proceed with the work for just cause, which shall include, but is not limited to, the following:
  - a. Failure to provide insurance (when called for) in the exact amounts and within the time specified, or any extension thereof.
  - b. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
  - c. Unauthorized substitution of articles other than those bid and specified.
  - d. Failure to make progress as to endanger performance of the contract in accordance with its terms.
  - e. Failure to perform any other provision of the contract.
  - f. Standard of Performance - Contractor guarantees the performance of the commodities, goods or services rendered herein, in accordance with the accepted standards of the industry or industries concerned herein, except that if this specification calls for higher standards than such higher standards shall be provided. Upon notice by the County of contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following Notice to Proceed, contractor shall immediately remedy said defective performance in a manner acceptable to the County. Should the contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the County.

In the event of any breach of this contract by the contractor, contractor shall pay any cost to the County caused by said breach including, but not limited to, the replacement cost of such goods or services from another contractor.

The County reserves the right to withhold any or all payments until any defects in performance has been satisfactorily corrected.

In the event the contractor is in violation of this contract in any manner and such violation has not been satisfactorily corrected, this may result in the contractor may be barred from being awarded any future County contracts.
  - g. All remedies available to the County herein are cumulative and the election of one remedy by the County shall not be a waiver of any other remedy available to the County.

## **KALAMAZOO COUNTY RESPONSIBLE BIDDER PROGRAM QUALIFICATION FORM**

### **NOTICE TO BIDDERS**

The Kalamazoo County Purchasing Department (Owner) is currently accepting Qualification forms from any and all individuals or firms interested in bidding upon construction projects for the County Of Kalamazoo. This program provides a method and manner, determined to be desirable by the Owner for the processing and evaluation of the capacity and qualifications of prospective contractors to perform as the General Contractor/Subcontractor or Professional for any project. This Qualification program is intended to assure the integrity, responsibility and competence of bidders.

Contractors/Professionals proposing to bid on construction projects of \$50,000 and above, shall be required to establish proof of their capacity, competence, and responsibility, as provided herein, before being permitted to bid on the work. Contractors/Professionals who submit information to the Owner for evaluation shall have a continuing obligation and duty to supplement, and/or otherwise update, any information, which ceases to be accurate between the time submitted and the time a determination is made on the qualification of the Contractor/Professional. A Contractor/Professional shall be disqualified if it submits incorrect or fraudulent information.

Based upon the information provided by the Contractor/Professional, the Owner shall make a determination as to the qualifications of the Contractor/Professional submitting the application. The Owner's decision shall be communicated to the Contractor/Professional and shall be final. Any Contractor/Professional denied qualification status shall not be entitled to submit a bid on the project for which qualification was sought. The County reserves the right to accept or reject any or all bids on any project.

### **QUALIFICATION FORM FOR CONSTRUCTION AND PROFESSIONAL FIRMS**

**Instructions:** Complete all portions of this form and return to the Owner. A completed qualification form must be on file. You must complete all sections of this Qualification Form in order to be evaluated.

**Qualification will be good for 1 year from date of approval. Contractor must maintain qualification status during any and all projects awarded by the County.**

**OWNER:**

Kalamazoo County Purchasing Department, 201 W. Kalamazoo Avenue, Kalamazoo, MI 49007

**Contractor Affidavit:**

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Name Title Date

being duly sworn, deposes and says that the information provided herein is true and correct, and substantially complete so as not to be misleading. I also agree that if any incorrect or misleading information is provided herein it is grounds for disqualification, at the sole election of the Owner.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Notary

\_\_\_\_\_  
My Commission Expires

**SECTION 1 - GENERAL INFORMATION**

Firm: \_\_\_\_\_

President: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail \_\_\_\_\_

Contact: \_\_\_\_\_

Federal ID#: \_\_\_\_\_

Former Company Name: \_\_\_\_\_

State Business Tax ID#: \_\_\_\_\_

Type of firm: Corporation \_\_\_\_\_ - Partnership \_\_\_\_\_ - Sole Proprietorship \_\_\_\_\_

Years in business under current name: \_\_\_\_\_

Years performing work specialty: \_\_\_\_\_

**1.1** Identify, by name and business address, all organizations that are affiliates or subsidiaries of your organization, and state their relationship to your organization. Attach separate sheets of paper as needed to this section.

**1.2** Identify, by name and business address, any other organization and any individual (other than officers, partners and managers of your organization) that control or influence bidding by your organization. Attach separate sheets of paper as needed to this section.

**1.3** Identify all individuals and organizations by name and business address that holds a financial interest in your organization of ten percent or more. Attach separate sheets of paper as needed to this section.

**1.4** Is your organization or any of its parent or subsidiary organizations currently indebted to the State of Michigan or Federal Government? **Y**\_\_\_\_ **N**\_\_\_\_  
If yes, attach an explanation describing the nature and amount of the debt, lien, judgment, fee; the dates of any notices from the State, or Federal government; and any written agreement or payment plan with the State of Michigan or a Federal agency for its disposition.

**SECTION 2 – BONDING AND LIABILITY INSURANCE:**

**2.1** Can your firm provide both L&M and Performance Bonds, if applicable to your profession?  
Y\_\_\_\_ N\_\_\_\_ N/A\_\_\_\_

**2.2** Can your firm provide Commercial General Liability insurance, at a minimum, at least one million dollars per occurrence? Y\_\_\_\_ N\_\_\_\_

**2.3** For Professional Services, can your firm provide Errors and Omissions at least one million dollars per occurrence? Y\_\_\_\_ N\_\_\_\_ N/A\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Agent: \_\_\_\_\_

Bonding Agent's Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Total Bonding Capacity: \$ \_\_\_\_\_ **(attach letter from Bonding Company)**

Single Project Bond Limit: \$ \_\_\_\_\_

Work Currently Bonded: \$ \_\_\_\_\_

Bonding Companies Best Rating: \_\_\_\_\_ (Bonding Company's rating must be "B+" or better for firm to constitute a qualified bidder).

**2.4** Has any commercial surety ever refused to furnish a performance or payment bond for your firm? Y\_\_\_\_ N\_\_\_\_ If yes, explain.

**Note to Qualification Applicants: You will not be considered for qualification unless you respond "Yes" to Questions #2.1 and #2.2, and fully complete all parts of Question #2.3.**

**SECTION 3 – FINANCIAL**

Bank Reference (Name): \_\_\_\_\_

Bank Address: \_\_\_\_\_

Bank Contact Name: \_\_\_\_\_

Bank Contact Phone Number: \_\_\_\_\_

Work in Place Last Year: \_\_\_\_\_

Average Annual Sales Last 3 Years: \_\_\_\_\_

Value of Work Now Under Contract: \$ \_\_\_\_\_

List the last three (3) projects the firm has worked on, including dates, clients, approximate dollar value, and size. Documentation from these previous projects should include but not be limited to, all costs relating to the bidder's timeliness, performance, quality of work, extension requests, contractual fines and penalties imposed (including proof of such fines and penalties), liens filed, history of claims for extra work and any contract defaults with an explanation of the reason for the default and how the default was resolved.

For each of these Projects include:

- 1) Project name \_\_\_\_\_  
Owner \_\_\_\_\_  
Contract amount \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone number \_\_\_\_\_
  
- 2) Project name \_\_\_\_\_  
Owner \_\_\_\_\_  
Contract amount \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone number \_\_\_\_\_
  
- 3) Project name \_\_\_\_\_  
Owner \_\_\_\_\_  
Contract amount \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone number \_\_\_\_\_

#### SECTION 4 - MISCELLANEOUS QUESTIONS

4.1 Has Firm ever failed to complete a contract or any work awarded to it? Y\_\_\_\_ N\_\_\_\_

4.2 Has Firm ever been involved in bankruptcy or re-organization? Y\_\_\_\_ N\_\_\_\_

4.3 Are there any judgments, claims, arbitration proceedings, mediations or suits pending or outstanding against the Firm or any of its officers? Y\_\_\_\_ N\_\_\_\_

4.4 Have there been any judgments, claims, arbitration proceedings, mediations or suits filed and/or asserted against the firm or any of its officers within the last five years? Y\_\_\_\_ N\_\_\_\_

4.5 Has the firm ever had a contract terminated by a Project Owner or Contractor for cause? Y\_\_\_\_ N\_\_\_\_

4.6 Has the Firm filed any lawsuits or requested arbitration with regard to any construction contract within the last five years? Y\_\_\_\_ N\_\_\_\_

4.7 Has this Firm, within the last five years, been denied qualification for any Project or by any Project Owner, or been found to be non responsive to perform, or bid on, any project? Y\_\_\_\_ N\_\_\_\_

4.8 Does this firm provide workers' compensation insurance benefits to its employees? Y\_\_\_\_ N\_\_\_\_

(If answer is yes to any of the above please describe on a separate sheet attached to this section, except 4.8)

## SECTION 5 – STAFFING

5.1 Staff Employed: Office Staff \_\_\_\_\_ Field Staff \_\_\_\_\_ Total Staff Employed \_\_\_\_\_

Project Managers \_\_\_\_\_ Project Engineers \_\_\_\_\_ Project Superintendents \_\_\_\_\_

% of Work Completed by own Forces: \_\_\_\_\_

Is Firm in compliance with all EEO requirements? Y\_\_\_\_ N\_\_\_\_

5.2 Is Firm in compliance with Kalamazoo County's non-discrimination policy ?  
Y\_\_\_\_ N\_\_\_\_

5.3 Is Firm in compliance with all the requirements of the Americans with Disabilities Act?  
Y\_\_\_\_ N\_\_\_\_

5.4 Is Firm in compliance with all the Rules and Regulations of the Immigration and Naturalization Service? Y\_\_\_\_ N\_\_\_\_

5.5 Is Firm in compliance with all pertinent state laws regarding licensing and registration?  
Y\_\_\_\_ N\_\_\_\_

**Note: You must respond "Yes" to Questions #5.2 - #5.5 to be considered for qualification status.**

5.6 Does the firm maintain, participate in, and contribute to a bona fide apprenticeship training program approved by the United States Department of Labor, if apprentices are used on the job site? Y\_\_\_\_ N\_\_\_\_

If the Firm answers "yes" to Question 5.6, please provide a short description of the program.

5.7 Does the firm maintain, participate in, and have a membership with/in any trade association or organization involved with training and safety classes? Y\_\_\_\_ N\_\_\_\_

If the Firm answers "yes" to Question 5.7., please provide a short description of the program.

5.8 Will the firm confirm that all sub-contractors, employees and other individuals working on the construction project will maintain current applicable licenses with the Michigan Bureau of Construction Codes and Fire Safety and as may otherwise be required by law for all licensed occupations and professions? Y\_\_\_\_ N\_\_\_\_

5.9 Will the firm verify that no illegal non-US citizens will work on the project nor will the fraudulent use of the federal government's H2B visa program for immigrant construction workers be allowed? Y\_\_\_\_ N\_\_\_\_

5.10 Will the firm conduct criminal records check for each employee the bidder proposes to use on the construction site? Y\_\_\_\_ N\_\_\_\_

5.11 The ratio of masters or journeypersons to apprentices proposed to be used on the construction project job site.

5.12 NOTE: IF THE FIRM IS SELECTED FOR POST-BID INTERVIEW, THE FIRM WILL, AT A MINIMUM, BE REQUIRED TO PRESENT THE FOLLOWING:

- A. A statement of determination on the number of Kalamazoo County residents the Firm expects to employ on the project (including sub-contractors); and,
- B. Assurances that the firm has complied with all Bid requirements including, but not limited to, worker's compensation insurance coverage, general liability insurance coverage, and property damage insurance coverage; and,
- C. A statement of whether the firm provides health insurance and/or retirement benefits to its employees, and is willing to provide proof of such programs if requested.

**SECTION 6 – INSURANCE**

Experience Modification Rating for past 3 Years: YEAR 1\_\_\_\_ YEAR 2 \_\_\_\_ YEAR 3\_\_\_\_

Agency's Name: \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Agency's Address: \_\_\_\_\_

\_\_\_\_\_

Contact's Name: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

**Note: An applicant whose three year EMR average rating exceeds 1.0 will not be considered for qualification status. Your three year EMR average must be 1.0 or below to be considered for qualification status.**

**SECTION 7 – SAFETY**

7.1 Does your Firm have a written Safety Program? Y\_\_\_\_ N\_\_\_\_

7.2 Does your Firm have a Drug Testing Program? Y\_\_\_\_ N\_\_\_\_

**Note: Applicants must respond “Yes” to Questions #7.1 - #7.2 in order to be considered for qualification status.**

7.3 In the Previous 5 years has your firm ever been:

A. Debarred by any federal, state, or local government agency?

Y\_\_\_\_ N\_\_\_\_

B. Been cited by MIOSHA or OSHA for not being in compliance with MIOSHA or OSHA regulations, rules, or practices?

Y\_\_\_\_ N\_\_\_\_

7.4 Does your firm have a dedicated Safety Administrator on staff? Y\_\_\_\_ N\_\_\_\_

**Attach Log and Summary of Occupational Injuries and Illnesses as Required by the U.S. Dept. of Labor for the Past 12 Months (MIOSHA Form No. 200 or most current version)**

MIOSHA Recordable Incident Rate (Current Year): \_\_\_\_\_

MIOSHA Lost Days Away Incident Rate (Current Year): \_\_\_\_\_

7.5 If not already disclosed in response to Questions 7.3, disclose any violations of any state, federal or local laws, including OSHA violations, violation of any state or federal prevailing wage laws, worker’s compensation or unemployment compensation laws, rules or regulations, issued to or against the bidder within the past five years. Disclosure must include administrative penalties, fines and/or any payment of any type made to a state or federal agency in response to a safety investigation, inquiry or complaint.

7.6 Will Firm provide documentation of any on-going MIOSHA-approved safety-training program for employees used on the proposed job site and any contractor performing work on or around electrical equipment shall implement a NFPA 70E training program as required by OSHA, to prevent workplace injuries and fatalities due to shock, electrocution, arc flash, and arc blast? Y\_\_\_\_ N\_\_\_\_

**SECTION 8 - DBE STATUS**

Is your firm a certified DBE? Y\_\_\_ N\_\_\_

Geographic Area of Firm's Operation and Class:

State	M-DBE	W-DBE	DS-DBE	Certified By
_____	Y___ N___	Y___ N___	Y___ N___	_____
_____	Y___ N___	Y___ N___	Y___ N___	_____
_____	Y___ N___	Y___ N___	Y___ N___	_____
_____	Y___ N___	Y___ N___	Y___ N___	_____

**PLEASE ATTACH COPY OF CERTIFICATIONS TO THIS SECTION.**

**M-DBE** = CERTIFIED MINORITY OWNED DISADVANTAGED BUSINESS ENTERPRISE

**W-DBE** = CERTIFIED WOMEN OWNED DISADVANTAGED BUSINESS ENTERPRISE

**DS-DBE** = CERTIFIED DISABLED OWNED DISADVANTAGED BUSINESS ENTERPRISE

**SECTION 9 - PROJECT EXPERIENCE** (Please attach additional sheets to this section if necessary)

**9.1** List all projects presently under construction.

Project & Location, Architect, Contract Type with Contract Amount, Date Completed, References, and Contacts with Phone Numbers.

**9.2** On a separate sheet attached to this section, list the construction experience and present commitments of the key individuals in your organization.

**9.3** On a separate sheet attached to this section, list the categories of work that your organization normally performs with its own forces.

Please check below category/categories for which your firm is seeking Qualification:

- |       |   |   |
|-------|---|---|
| _____ | A | Engineering/Architect/Survey                      |
| _____ | B | Construction Manager/General Contractor           |
| _____ | C | Consultant  |
| _____ | D | Bldg Structure/Repair/Remodeling/Painting         |
| _____ | E | Electrical  |
| _____ | F | Plumbing  |
| _____ | G | H.V.A.C.  |
| _____ | H | Site Grading/Excavation                           |
| _____ | I | Concrete Curb & Gutter/Sidewalk/Street Paving     |
| _____ | J | Bit Paving  |
| _____ | K | Watermain/StormSewer/SanitarySewer                |
| _____ | L | Dewatering/Well Drilling/Well Abandonment         |
| _____ | M | Sodding/Seeding/Mowing/Landscaping/Clearing       |
| _____ | N | Demolition/Hazmat/Refuse Disposal/Recycling/UGSTR |
| _____ | O | No specific category                              |

**9.4 NOTE: IF THE FIRM IS SELECTED FOR POST-BID INTERVIEW, THE FIRM WILL, AT A MINIMUM, BE REQUIRED TO PRESENT:**

Evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects of comparable size/complexity, and building codes by documenting the bidder's ability and capacity to perform the project. The bidder must identify those portions of the project it reasonably believes will be sub-contracted in the names of the sub-contractors.

SPECIFICATIONS  
KALAMAZOO COUNTY ANIMAL SERVICES & ENFORCEMENT  
ANIMAL SHELTER PROJECT  
ARCHITECTURAL/ENGINEERING SERVICES

**A. Introduction**

Kalamazoo County (Owner) invites qualified professional service firms, with specific expertise in the design and management of Animal Shelter Facilities, to submit proposals for Architectural/Engineering (“A/E”) services for the Kalamazoo County Animal Services & Enforcement Shelter Project (Shelter Project).

Kalamazoo County intends to construct a new animal shelter and the building will be approximately 15,000 square feet in size and house Kalamazoo County Animal Services & Enforcement and it will meet all operation needs, provides an estimated 100 dog kennels, the ability to house 75 cats and flexible space to hold a wide variety of other animals, facilities for animal care, and treatment, facilities needed to support housing, department offices, support space for animal control officers and operations; and support space for adoption services. The site will also need to accommodate parking for employees and customers of the new shelter. Surface parking will be utilized to meet all parking needs.

The complete project budget is \$4,700,000 all cost.

The Animal Services & Enforcement Shelter Project Report is attached for additional background information.

**B. Qualified Proposals**

At a minimum the successful firm will demonstrate excellent design and engineering expertise including experience with and an intimate knowledge of:

1. Construction of animal shelter or animal control facilities.
2. National Animal Care and Control Standards (NACA) Association of Shelter Veterinarians (ASV) Guidelines for Standards of Care in Animal Shelters, and the American Veterinary Medical Association (AVMA);
3. Michigan Department of Agriculture and Rural Development animal shelter standards;
4. Municipal projects with construction budgets of at least \$5 million.

### **C. Background**

Kalamazoo County's current animal shelter was built in 1984 and was constructed at a time when the standards of animal care in shelters were very different than they are today. The need for a new shelter is well established and it is accepted that the current facilities are inadequate and a new shelter is needed to provide high quality programs and services. The new shelter will greatly strengthen the engagement of residents and many animal resource partners. In June 2017 Kalamazoo completed the Animal Services & Enforcement Shelter Project Report. Attached is a copy of the report.

### **D. Project Location**

The project site is on 6.3 acres currently owned by Kalamazoo County on the west side of Lamont Street between the County Sheriff's Department and Kalamazoo County Buildings and Grounds. Attached is an aerial view of the 6.3 acres.

### **E. Desired Project Outcomes**

- a. Fully completed project within the mutually established timeframe and approved budget.
- b. Facility design concepts that embrace current and future Kalamazoo County Animal Control program space needs.
- c. Facility that is sustainable and meets the County Facility and Technology Standards.
- d. Design concepts that make a signature statement and compliment the adjacent County facilities.
- e. Meets or exceeds modern shelter standards included NACA, ASV, MDARD, and AVMA requirements. Includes kennels, animal housing, animal examination furnishings, and equipment.
- f. Facility that provides outdoor exercise and walking areas for the animals housed.
- g. Facility that minimizes environmental impacts and functions with a high level of energy efficiency.
- h. Facility that functions to provide a healthy environment for the animals, public, and occupants including improved air quality and sanitation.
- i. Facility that is well laid out and incorporated ergonomics to increase operational efficiency and productivity.
- j. Facility that functions cost effectively throughout the entirety of the building life cycle.
- k. Facility that provides a pleasant environment for the animals, public and occupants to function within including the effective use of natural lighting, color and other mood altering details.

- l. Provides for appropriate separation of public and staff area and addresses associated safety/security concerns.
- m. Provides for meeting areas for county functions or other group use.
- n. Information Systems & Technology (Phone, Utilities, Copper, County owned and non-county owned utilities, Fiber, data room design and relocation of technology). Move and design internal and external fiber lines and telecommunication services and utilities. A combination of aerial/underground conduit and wiring/cable connecting this new facility back to the Sheriff's Office building since the Sheriff's Office building is the central location for the network and phone system for this county campus area.
- o. Coordinate with the design of office furniture, lobby furnishings and other employee/visitor furniture for electrical and that it fits in the space of offices. The County will purchase these furnishings directly from a vendor.

**F. Proposed Project Budget and Schedule**

It is the goal of the Owner to have project completion by March 1, 2019 for a total project budget of \$4,700,000, all costs. The Owner and all parties recognize that this schedule may be modified once the A/E is selected and the A/E has reviewed project requirements.

**G. Scope of Services by Phase**

Provide full Architectural/Engineering services for the scope of work described below.

**A/E Services: Phase 1: Design Phase**

- a. Complete design development efforts with Owner. This may include development of project schedule, stakeholder input meetings, site visits to similar facilities in the region, information exchange between Owner and A/E firm, etc.
- b. Consult with Owner to provide value engineering and construction advice regarding materials, methods, systems, and other conditions as they affect the projects.
- c. Conduct and/or coordinate all testing and /or surveys required for design phase of the projects.
- d. Complete conceptual plans with associated cost estimates/budget.
- e. Prepare a master project schedule including recommendations for appropriate bidding methods, categories, and phases, as well as final construction cost estimate. Kalamazoo County is expecting this project to be constructed by a general contractor.

## **A/E Services: Phase 2: Construction Phase**

Based on the analysis and plans of the Design Phase of the Project, the Owners will decide whether to proceed with the Construction Phase of the Animal shelter. Professional consulting services related to this program shall include, but without limitation of other needs or requirements, the following:

- a. Final architectural design, interior design, parking lot design, landscape design, environmental engineering, and structural/mechanical/electrical design.
- b. Prepare complete final design drawings and construction documents.
- c. Bid administration
- d. Construction Administration and Services – Kalamazoo County is expecting this project to be bid and constructed by a general contractor and the A/E services include full construction administration services.
- e. Post Construction Services

## **H. Questions Concerning this RFP**

Inquiries may be made to Kalamazoo County Purchasing. E-mail [purchasing@kalcountry.com](mailto:purchasing@kalcountry.com). **ONLY E-MAIL INQUIRIES WILL BE ADDRESSED – NO QUESTIONS WILL BE ANSWERED BY PHONE.** Information is available during business hours 8:00 am – 5:00 pm. The deadline for submission of questions is Wednesday, August 9, 2017. All inquiries will be responded to no later than Friday, August 11, 2017.

**An optional Pre-Proposal Meeting will be held at 10:00am on Friday, August 4, 2017 in Room C at the Kalamazoo County Expo Center & Fairground, 2900 Lake Street, Kalamazoo, MI 49048. Firms interested in submitting a proposal may attend the pre-proposal meeting. It is not mandatory.**

## **I. Economy of Preparation**

Proposals should be prepared simply, providing a concise description of the firm's ability to meet the requirements of this RFP. Please limit your proposal to the information requested in Part 3 – Proposal Details. Submit eight (8) copies of proposals. Proposals must be submitted on 8 ½" x 11" single-sided paper and be limited to not more than thirty (30) pages.

**J. Prime Responsibilities**

The firm selected will be required to assume responsibility for all services offered in the proposal. The selected firm shall be the Owner's Agent and the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

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REQUEST FOR PROPOSAL FOR  
ARCHITECTURAL/ENGINEERING SERVICES  
PART 2 – PROPOSAL REVIEW AND SELECTION PROCESS

**A. Time Frame for A/E Selection**

It is the intent of the Owner to select an A/E according to the following schedule:

7/28	RFP is released.
8/4	10:00am Optional Pre-Proposal Informational Meeting.
8/9	Question Concerning this RFP Deadline.
8/10	Bidders be pre-approved or apply to be qualified Kalamazoo County Responsible Bidders.
8/11	Questions Answered by County.
8/17 – 2PM	Proposals are due.
8/18	Selection Committee begins screening proposals.
8/22 & 8/23	Finalists make presentation to the Selection Committee.
9/5	Owner submits recommended contract to County Board for approval.
9/6	A/E Firm begins work.

**B. A/E Interviews**

It is expected that up to three firms may be invited for interviews, brief presentations (not to exceed 30 minutes), and to answer any questions that may exist about their proposal. Interviews will be held on August 22 & 23.

**C. Evaluation Criteria**

The Owner will evaluate proposals considering all of the following:

- **Adherence to RFP:** To merit evaluation, submittals must conform, in both content and presentation, to the parameters established in this request.
- **Relevant Experience:** Relevant experience of the firm with construction of similar facilities, particularly animal shelters of comparable size and complexity.
- **Qualifications:** Qualifications and experience of the key staff to be assigned to these projects.
- **Timeliness:** Ability of the firm to complete work tasks specified in the RFP in a timely fashion.
- **Quality of Proposal:** Perception of the project and approach to services required.
- **Fee Proposal:** The total fees for A/E services, including professional fees, allowances for reimbursable expenses (including on-site personnel costs), and allowances for general conditions items.

**D. Awarding of the Contract**

All proposals received shall be subject to evaluation by the Owner for the purpose of selecting firms with whom a contract will be signed. With the approval of the Owner, negotiations will be initiated with the selected firm to finalize a contract. The award of the contract shall be contingent upon the successful negotiation of fees and contract provisions acceptable to the Owner. The A/E agrees that this RFP and the A/E's response will be integral parts of the final contract.

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REQUEST FOR PROPOSAL FOR  
ARCHITECTURAL/ENGINEERING SERVICES  
PART 3 – PROPOSAL DETAILS

Information in the submitted proposals shall relate to the type of services required by the Request for Proposal and Qualifications and overall scope of the project. The proposal must include the following, at a minimum:

**A. BUSINESS ORGANIZATION**

1. General description/history of the firm, which includes office locations and number of employees.
2. List Principals and Officers of the Firm:
3. List any firms acting as consultants and define the roles.
4. Provide an organization chart of your main core team, including resumes of all key personnel your firm will commit to this project if awarded the contract.
5. What is your firm's present workload? Example of format listed below.

	<u>Number of Projects</u>	<u>\$ Value</u>
Projects in pre-construction phase	_____	\$ _____
Projects in construction phase	_____	\$ _____

**B. APPROACH TO ARCHITECTURAL/ENGINEERING SERVICES:**

1. Describe your understanding of the requested services and your approach to delivering those services.
2. Describe your firm's capability to perform the work in a timely manner.
3. Attach a list the five (5) most recently completed relevant projects. Example of format listed below.
  - a. Project Name: \_\_\_\_\_  
 Project cost \$ \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Brief Description: \_\_\_\_\_

4. Provide the three (3) most recent Construction Firms your firm has worked with on similar projects: Example of format listed below.

- a. Firm Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Project: \_\_\_\_\_  
Project Completion Date: \_\_\_\_\_

**C. FEE PROPOSAL BREAKDOWN:**

Include a one page explanation and listing of reimbursable, expenses and exclusions you may have that are not included in the base fee or % of project fee and may be cause for future or additional costs to the owner.

Submit eight (8) copies of proposals. Proposals must be submitted on 8 ½" x 11" single-sided paper and be limited to not more than thirty (30) pages.

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REQUEST FOR PROPOSAL FOR  
ARCHITECTURAL/ENGINEERING SERVICES  
PART 4 – PROPOSAL FORM

The undersigned, having fully familiarized himself/herself with all the documents, specifications, terms and conditions of the RFP, hereby proposes to furnish professional services for the Kalamazoo County Services & Enforcement Shelter Project, per attached proposal.

**A/E Services: Design Phase**

The projected total cost for our firm to provide the services outlined within the Owner’s RFP will not exceed:

Total Cost: \$ \_\_\_\_\_  
Professional Fee: \$ \_\_\_\_\_  
Allowance for Reimbursables: \$ \_\_\_\_\_

**A/E Services: Construction Phase**

Based on the analysis and plans developed in the Design Phase of the Project, the Owners will decide whether to proceed with Construction Phase of the Animal Services & Enforcement Shelter Project Report.

The projected total cost for our firm to provide the services outlined within the Owner’s RFP will not exceed

Total Cost: \$ \_\_\_\_\_  
Professional Fee: \$ \_\_\_\_\_  
Allowance for Reimbursables: \$ \_\_\_\_\_

**IF APPLICABLE, CHECK ALL THAT APPLY BELOW:**

- I acknowledge receipt of Addendum #1 \_\_\_\_\_
- I acknowledge receipt of Addendum #2 \_\_\_\_\_
- I acknowledge receipt of Addendum #3 \_\_\_\_\_

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have not communicated with, nor otherwise colluded with any other proposer, nor have I made any agreement with, nor offered or accepted anything of value from an official or employee of the Owner, that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this document.

I hereby state that I am authorized to sign as a representative for the bidding firm and have the authority to submit this bid:

SIGNED \_\_\_\_\_ Name \_\_\_\_\_  
(PRINT)

TITLE \_\_\_\_\_ Date \_\_\_\_\_

FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET CITY STATE ZIP)

Please provide the following information:

\_\_\_\_\_ Total number of employees.

\_\_\_\_\_ Number of employees that live in Kalamazoo County.

\_\_\_\_\_ Number of employees that live in counties contiguous to Kalamazoo County  
(Allegan, Barry, Branch, Calhoun, Cass, St. Joseph, and Van Buren Counties)

\_\_\_\_\_ Total number of employees assigned to project

# BIDDERS CHECKLIST

- \_\_\_\_\_ 1. Have you completed and submitted the bid form?
- \_\_\_\_\_ 2. Have you submitted three (8) signed copies of the Contract - See Section I
- \_\_\_\_\_ 3. Have you acknowledged receipt of any addendum, if applicable?
- \_\_\_\_\_ 4. Have you addressed the envelope properly to identify the bid?

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# Kalamazoo County



## Animal Services & Enforcement Shelter Project Report



June 6, 2017

## **Acknowledgments**

The Kalamazoo County Animal Services & Enforcement Shelter Project Plan was the cooperative effort of Kalamazoo County Animal Services & Enforcement, the Animal Services Advisory Committee and individual citizens and groups that participated in the planning process.

### **2017 Kalamazoo County Board of Commissioners**

Dale Shugars, Chairperson  
Stephanie Moore, Vice Chairperson  
John Gisler  
Tracy Hall  
Ron Kendall  
Scott McGraw

Mike Quinn  
Julie Rogers  
Michael Seals  
Roger Tuinier  
Kevin Wordelman

### **Kalamazoo County Animal Services & Enforcement Advisory Board**

Susan Brodasky, Chairperson  
Samantha Cree  
Tracy Hall (Comm Alt)  
Danielle Gray, Vice Chairperson  
Jonathan Morgan

Christopher Rohwer  
Scott Thrasher  
Roger Tuinier  
Debra Wall  
Aaron Winters

### **Kalamazoo County Animal Services & Enforcement Mission Statement**

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**The mission of Kalamazoo County Animal Services & Enforcement is to enhance the quality of life for the residents of Kalamazoo County by providing humane animal services, public education of animal ownership responsibilities, and the enforcement of State and local animal laws.**

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**In accordance with MCLA 287.289a, the Kalamazoo County Board of Commissioners established the animal control agency in the interest of protection the public health and safety of Kalamazoo County residents. Animal Services and Enforcement is mandated through the regulations enacted by the State of Michigan, the Michigan Department of Health, Michigan Department of Agriculture, and the Kalamazoo County Animal Control Ordinance, to regulate and control the conduct, keeping, and care of dogs and other animals.**

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## **Recommended Plan of Action:**

### **Kalamazoo County will construct a new Kalamazoo County Animal Services & Enforcement Facility in 2018 on Lamont Street.**

**Justification:** Complete justification and details are provided in the Shelter Project Report. In summary, the need is well established and it is accepted that the current facilities are inadequate and a new shelter is needed to provide high quality programs and services. There are no existing shelters or organizations in the county that currently have the capacity to provide this mandated county service. The need for a new shelter exceeds the potential benefit of delaying the project for others to acquire the organizational capacity or building facilities that are needed. Kalamazoo County is a central thread in the partnership with multiple non-profits and rescue organizations and effectively works with many to provide the greatest impact for the county. It is in the best interest of these organizations and Kalamazoo County to continue this equitable approach and the new shelter will greatly strengthen the engagement of residents and many animal resource partners.

#### **The New Shelter Will:**

- 1. Provide safe, welcoming, and efficient facilities.**
- 2. Provide for the care of animals in a healthy environment.**
- 3. Allow for expanded partnerships and citizen outreach that will increase awareness and the image of what Kalamazoo County Animals Services and Enforcement does.**
- 4. Proactively provide outstanding services for Kalamazoo County Citizens.**
- 5. Provide the opportunity to offer outstanding customer service.**
- 6. Engage citizens through partnerships and volunteer opportunities.**

## **Other Operational Options Reviewed**

### **Outsourcing Veterinary and Spay and Neuter Services**

This option has the most potential to impact the Kalamazoo County Shelter Project. The Humane Society is completing a fundraising campaign to construct an animal resource center and the SPCA currently has a shelter and facilities for veterinary care. Kalamazoo County will work with these two partners and other organizations interested to effectively and efficiently provide improved veterinary services for animals held at the Kalamazoo County Animal Shelter. Spay and neuter services for animals in the shelter and for county resident pets can also be supported through this effort.

### **Outsourcing Adoption Services**

Local non-profits are effectively providing animal adoption services and have the benefit of maximizing the impact of volunteers and private fundraising opportunities. Kalamazoo County is already effectively working with these organizations to laterally transfer and outsource the adoption of over 400 animals per year. In addition, non-profit Save Our Strays actively volunteers to assist with animals held at the County Animal Shelter. Sole sourcing this effort will not maximize the effort of the many partnering organizations involved and the preliminary review indicated that it is cost prohibitive. There is no financial benefit and it will increase expenses to outsource the adoption services and the preliminary review determined that this was not a cost effective solution. Outsourcing adoption would only slightly decrease the number of animals in the shelter because the majority of animals are housed for a required hold period or for other legal reasons. As a result the shelter size and staffing would be minimally or not impacted. Kalamazoo County Animal Services should continue to build relationships with rescue organizations and explore options to increase the transfer for adoption services.

### **Outsourcing Animal Housing**

Currently no shelter facilities or organizational structure exists in Kalamazoo County to house the 3000+ animals per year. Considering this option would require that another organization complete a capital campaign and a capital project to construct or expand an animal shelter facility. Based on the extended history of this project and the immediacy of the need for a new shelter, it is in the best interest of Kalamazoo County to proceed with constructing the new county owned and operated shelter in a timely manner. In addition, Kalamazoo County is required by State Statute and local ordinance to house animals. Outsourcing this service presents a short long-term challenge if an outsourcing agreement is not reached or if the service is no longer available in the future.

## **Planning Process**

Kalamazoo County has worked on various studies and approaches to address the Kalamazoo County Animal Shelter. In 2016, the Kalamazoo County Board of Commissioners designated \$5,000,000 to complete this much needed facility. Throughout the process it remains clear that a new facility is needed.

In February 2017, based on the budget planning by the Kalamazoo County Board of Commissioners, County Administration began a process to identify the needs, and solicit input and participation from the Animal Services Advisory Board and current and potential partners. The planning efforts focused on all options, both old and new, and included reaching out to the many community partners. Individual meetings were held with some of the key partnering organizations and a stakeholder input workshop was held to identify the highest priorities for the Animal Services Shelter Project. Staff also toured the Porter County Animal Shelter, Berrien County Animal Shelter, Kent County Animal Shelter, and the SPCA Shelter.

The Kalamazoo County Advisory Board started holding regular monthly meetings and have been providing feedback and input on the planning process. The board consists of citizens from Kalamazoo County that offer outstanding experience and knowledge and they will continue to be an integral part of the decision making process of the Animal Services Shelter Project.

## **Animal Services & Enforcement Functions**

In accordance with MCLA 287.289a, the Kalamazoo County Board of Commissioners established the animal control agency in the interest of protecting the public health and safety of Kalamazoo County residents. Animal Services and Enforcement is mandated through the regulations enacted by the State of Michigan, the Michigan Department of Health, Michigan Department of Agriculture, and the Kalamazoo County Animal Control Ordinance, to regulate and control the conduct, keeping, and care of dogs and other animals. While the animal shelter serves as the home for the operations and as the location that the public comes to adopt animals, the adoption operations are only a small function of the shelter and department.

The primary purpose of the shelter is to house lost animals, seized welfare animals, animals involved with the courts or legal system, and housing animals to protect the health and welfare of county residents. Per state and local ordinance, animals are held for established periods for health reasons or if lost. The County is also required to house animals for extended periods for welfare or other court cases. While adoptions are the most visible and often thought of shelter service, 75% of the Animal Services and Enforcement budget is utilized for law enforcement purposes and of the 3041 animals that are housed at the shelter, 1283 or 42% are ultimately available for adoption or transfer to an animal rescue organization. In evaluating the function of Animal Services & Enforcement, keeping and caring for animals is required and necessary for legal reasons and for the welfare of Kalamazoo County.

# Animal Services & Enforcement Functions

Function	Mandated	Non-Mandated			
	Constitution Statute Court Orders Rules	Court	Kalamazoo County Board of Commissioners Resolution	Necessary	Discretionary
<b>Animal Enforcement</b>					
1. Enforce State and Local Dog and Animal Laws.	MCLA 287.289a			X	
2. Sell Dog Licenses (collect vaccination and identification info)	MCLA 287.267			X	
3. Inspect and license dog kennels.	MCLA 287.270			X	
4. Work with courts to investigate and control dangerous animals.	MCLA 287.322			X	
5. Investigate animal neglect and cruelty cases.			Animal Control Ord Art III sec. 3g	X	
6. Assist Law Enforcement Agencies with search warrants, evictions, and when animals are involved.					X
<b>Animal Services</b>					
1. Provide Shelter, board and care to animals.	MCLA 287.332			X	
2. Administer Dog Damage Reimbursement Program.	MCLA 287.283			X	
3. Investigate animal bite and neglect cases.			Animal Control Ord Art III sec. 3d	X	
4. Quarantine bite animals.			Animal Control Ord Art V sec. 1	X	
5. Euthanize owner animals and un-adoptable animals.			Animal Control Ord Art III sec. 3c	X	
6. Pick up stray animals and livestock.			Animal Control Ord Art III sec. 3a	X	
7. Maintain rabies vaccination records for Human Services.			Animal Control Ord Art IV sec. 2	X	
8. Provide and administer animal adoptions.				X	
9. Pick up injured wild and stray domestic animals.					X
10. Pick up dead domestic animals from county roadways.					X

## **Animal Services & Enforcement Shelter Statistics**

A key step in the process was the gathering and analysis of the statistics related to the current Animal Services & Enforcement operations. Understanding the operating budget, animal intakes, animal dispositions, and transfers to other rescue organizations offers guidance on what the needs are for the Animal Services Shelter Project.

In 2016, Kalamazoo County took in a total of 3,041 animals that included 1,431 dogs, 1,478 cats, and 132 other animals. 500 of these were returned to their owner, 616 were adopted, 438 were transferred to a partnering rescue organization, 229 (34 dogs & 192 cats) that were potentially treatable were euthanized, 442 were unadoptable and euthanized.

Review of the Animal Services & Enforcement operating budget shows that the approximately 25% of the total budget or \$244,400 is spent to operate the Kalamazoo County Animal Shelter. This includes staffing and operating supplies. It does not include building maintenance, capital investment, or building operating expenses. Overall, Kalamazoo County Animal Services & Enforcement is efficiently operating the shelter and providing services for the citizens of Kalamazoo County.

# Kalamazoo County Animal Services & Enforcement



## 2016 Kalamazoo County Shelter Data

### 2016 Intake Types

Type of Intake	Dogs	Cats	Other	TOTAL
Stray	803	944	71	1818
Quarantine	15	9	3	27
Eviction	6	26	6	38
Seized Welfare	35	1	0	36
Agency Assist	46	4	0	50
Owner Surrender (Adoptable)	128	155	20	320
Owner Euthanized	381	339	32	762
<b>TOTAL</b>	<b>1431</b>	<b>1478</b>	<b>132</b>	<b>3041</b>

### 2016 Dispositions

Disposition	Dogs	Cats	Other	TOTAL	%	Average Stay After Hold*
Adoption	330	246	40	616	28%	9
Transfer to Rescue	142	293	3	438	20%	11
Adoptable Euthanized	34	192	3	229	10%	5
Unadoptable Euthanized	82	349	11	442	20%	1
<b>TOTAL</b>	<b>588</b>	<b>1080</b>	<b>57</b>	<b>1725</b>		
Returned to Owner **	445	39	16	500	22%	2

\*Average stay after the 7 or 10 day holding period

\*\*Returned to owner animals are not part of adoptions

### 2016 Transfers by Rescue

Rescue	Dogs	Cats	Total
SPCA of SW Michigan	68	229	297
Animal Rescue Project	29	22	51
Kalamazoo Animal Rescue	12	25	37
Other	33	17	50
<b>TOTAL</b>	<b>142</b>	<b>293</b>	<b>435</b>

## 2016 Salary Breakdown

Position	#	Total Salary	Total Fringe	Totals
Administrative	2	\$131,095	\$47,850	\$178,975
Customer Service Specialist	3	\$109,884	\$40,108	\$149,995
Radio Dispatcher	1	\$ 36,628	\$13,369	\$ 49,997
Animal Control Officer	6	\$222,018	\$81,037	\$303,055
Kennel Technician I	2	\$ 59,696	\$21,789	\$ 81,485
Kennel Technician II	1	\$ 30,971	\$11,304	\$ 42,275
<b>TOTAL</b>	<b>15</b>	<b>\$579,025</b>	<b>\$215,457</b>	<b>\$805,782</b>

## 2016 Operating Expenses

Area	Budget Description	Expense
<b>Kennel</b>	Provisions (Food, Vaccines, Medications, Supplies)	\$25,495
	Janitorial Supplies (Cleaning, disinfectant, Mops, etc)	\$1,663
	Veterinary Services (Payment provided by KHS)	\$1,650
	Equipment Maintenance (Transfer cages, Snares)	\$1,075
	Animal Rendering (Pick up and Disposal of Animals)	\$15,756
	<b>TOTAL</b>	<b>\$45,639</b>
	<b>Office</b>	Printing & Binding (License Reminders and Notices)
Postage (Mailers and Subpoenas)		\$25,639
Copy Charges (Forms, Door Hangers, etc...)		\$410
Office Supplies (Printer Ink, Paper, Pens, etc...)		\$4,642
Systems Maintenance (Software Tech Support)		\$4,160
Dog License Collection Fee (Paid to Vets & Twnshp)		\$15,049
Dog Licenses (Tags)		\$2,844
Internal Communications Expense (IS Charges)		\$8,604
Communications Expense (Cell Phones & Internet)		\$2,821
Bank Fees (Fees paid for credit card usage)		\$3,214
Advertising (Dog License Yard Signs)		\$1,990
Uniform Allowance (Kennel and Office T-Shirts)		\$697
Employee Training (Kennel and Office Staff)		\$846
Miscellaneous		\$150
<b>TOTAL</b>		<b>\$82,499</b>
<b>Officers</b>	Gasoline and Oil (For Animal Trucks)	\$13,615
	Lab Specimens (Specimens sent for Rabies Testing)	\$2,508
	Vehicle Maintenance (Oil changes, brakes, etc...)	\$10,246
	Officer Supplies (Uniforms, Belts, Jackets, etc...)	\$1,299
	Communications Expense (Officer's Radios)	\$3,440
	Equipment Maintenance (Catch Poles, Traps, etc...)	\$1,266
	Employee Training (Officers)	\$3,008
<b>TOTAL</b>	<b>\$35,382</b>	
	<b>GRAND TOTAL</b>	<b>\$163,520</b>

## 2016 Revenue From Adoptions and Transfers

Rescue	Dogs	Cats	Total	Per Animal Transfer Fee	Total Received
<b>SPCA of SW Michigan</b>	68	229	297	\$5.00	\$1,470**
<b>Animal Rescue Project</b>	29	22	51	\$5.00	\$255
<b>Kalamazoo Animal Rescue</b>	12	25	37	\$5.00	\$120**
<b>Other Rescues</b>	33	17	50	\$5.00	\$155**
<b>TOTAL FROM RESCUES</b>	<b>142</b>	<b>293</b>	<b>435</b>	-	<b>\$2,000</b>
<b>Adoptions*</b>	330	246	<b>576</b>	-	<b>\$14,410</b>
<b>TOTAL REVENUE</b>	-			-	<b>\$16,410</b>

\*Adoption fees differ by species, and are not charged for animals in the shelter over 30 days.

\*\*Kitten litters are not charged \$5.00 per kitten, and fees may be waived for some injured animals.

# Stakeholder Input Workshop

## *Issues Identified*

### *Ranked in Order of Importance*

- 1. Need a new animal shelter.*
- 2. Expand hours of shelter to include Saturdays, lunch, evenings.*
- 3. Provide veterinarian on staff or onsite vet services for animal health, spay & neutering.*
- 4. Improve Education/Image/Outreach.*
- 5. Increase Partnerships – includes volunteers, local non-profits, and businesses/corporations.*

## **Justification**

On March 14, 2017, the Kalamazoo County Animal Services Advisory Board held a project workshop. The workshop had a total of 17 participants and 7 organizations that provide animal services were represented.

Participants developed a list of the top issues related to the Kalamazoo County Animal Services Project as individuals. Randomly formed groups then narrowed the individual issues to come up with the group's top five issues and also identified goals to solve the issues in the future. Each group presented their issues and duplicates between groups were combined. Each person then voted to identify which issues the overall group felt were most important to the Kalamazoo County Animal Shelter Project.

The number one issue identified at the workshop, with 100% agreement, was the need for a new Animal Shelter. Recommendations for the new shelter included improving animal health, appropriate mechanical and HVAC systems, having a building designed for animals, include meet & greet rooms, improving office space, offering outdoor play, walk areas, and enrichment rooms, grooming rooms, design should reduce noise, and include industrial laundry facilities.

The second issue identified was the need to increase hours that the animal shelter is available and open to the public on weekends, evenings, and lunch time. The third issue identified was the need to provide veterinarian on staff or onsite vet services for animal health, spay and neutering. The fourth issue identified was the need to improve education, image of the Kalamazoo County Animal Services & Enforcement (and shelter). The fifth issue identified was the need to increase partnerships and include volunteers, local non-profits, and businesses/corporations.

### **Other Issues Identified**

- Provide animal enrichment rooms/areas. Provide outdoor play & walk areas.
- Need to increase funding options – increase county funding and grants.
- Provide cubical stations for privacy.
- Strive for no kill – explore and expand options to achieve this goal.
- Provide meet and greet rooms.
- Provide a grooming room.
- Review what services are discretionary in the County ordinance.
- Improve technology used.

## Existing Facilities

Built in 1984 (33 years old)

Located at: 2500 Lake Street

6,166 Square Feet

14 Visitor Parking Spaces

Capacity is 77 dogs & 42 Cats

Staffing: Animal Services is currently staffed by 15 FTE



## Current Facility Deficiencies

1. Current building has served its appropriate service life
2. Building is poorly designed for the health and welfare of the animals that are housed.
3. Current HVAC system has inadequate separation, minimal fresh air, no cooling in animal holding areas and cannot maintain required conditions.
4. No outdoor exercise areas and unsuitable space per dog.
5. Lacks proper sanitary drains in dog kennels.
6. Dogs housed in stacked cages.
7. Lack of proper cleaning system.
8. Lacks adequate animal intake areas, animal support areas, exercise areas, isolation/quarantine areas.
9. Lacks adequate customer service areas, visitation rooms, and staff work areas.
10. Citizens looking to adopt have unsupervised access to most of the animal spaces.
11. Separation of sick animals/disease outbreak procedures – wholly inadequate. There is an area in the garage where sick animals can be housed, but it is in a major traffic area.
12. Cats are constantly exposed to the barking of dogs.
13. Site lacks outdoor support facilities, parking is inadequate, and building is not attractive or welcoming.
14. Employee work place safety concerns as identified by Kalamazoo Counties Workers Compensation provider during safety audit, spring 2017:
  1. Ergonomics – Cage arrangement of large dogs at shoulder height.
  2. Indoor Air Quality – HVAC does not currently have ventilation.
  3. Slip & Fall: Floor condition is slippery when wet. Consider slip, chemical and wear resistant floor material.
  4. Noise: Current noise levels are at or near the action level where annual audiometric testing and hearing protection provided.

## **Future Facility Needs**

1. Improve and/or eliminate all existing facility deficiencies with a welcoming, quality public building.
2. Building should be designed for the welfare of the employees, visitors, and animals housed.
3. Estimated 15,000 Sq. ft. to house animals and to facilitate Animal Services & Enforcement Operation Needs.
4. Approximately 100 Kennels to house dogs including a minimum of 20 quarantine kennels.
5. Appropriate cages and rooms to house cats.
6. Animal veterinary facilities.
7. Outdoor exercise and dog walking areas.
8. Crematorium.
9. Adequate parking for 50+ cars.
10. Appropriate HVAC System with air conditioning, air separation for animal health, and fresh air intake.
11. Animal cages and kennels that keep the animals and visitors safe.
12. Design should incorporate elements that protect the health of animals. This includes proper sanitary drainage, cleaning system, separation, sizing, isolation and quarantine areas.
13. Areas specifically designed to enhance visitor and adoption experience. This includes appropriate lobby space, separate areas that house animals available for adoptions, rooms to meet and greet animals.
14. Multi-purpose space that can be used by partners for dog training, education, and meetings.
15. Limit public access to employee areas and animals that are held at the shelter for a required hold, legal reasons, health reasons, or quarantine.
16. Provide appropriate staff work areas that provide safe and efficient working space.
17. Appropriately separate dogs, cats, and other animals.

## Existing Partnerships

Animal Rescue Project  
Animals Best Friend  
Individual Volunteers  
Kalamazoo Animal Rescue  
Kalamazoo Area Lost Pets Facebook Group  
Kalamazoo Dog Training Club  
Kalamazoo Humane Society  
Pet Rescue Network  
Richland Animal Rescue  
Save our Strays  
SPCA of SW Michigan  
WMU's Applied Animal Behavior Practicum  
Multiple local, specialized, or regional rescue groups  
Local Vets and Veterinary Clinics  
Kalamazoo County Townships, Cities, & Villages  
Hospitals and Health Department  
Law Enforcement Agencies  
Michigan Works & KPEP



## Impact of Partnerships on Project:

During the planning process for the Shelter Project Report, individual and a group meetings were held to discuss potential of current and expanded partnerships and the impact this can have on the Shelter Project. The opportunity to maintain and expand partnerships will create the greatest impact for Kalamazoo County and will provide the best services for the residents and animals. This will also enhance the opportunity to save funds by working with non-profits that offer resources for pet owners, transferring animals to rescue groups to assist with adoptions, educating owners and assisting with training animals so that they can remain with owners, providing food and vet services to residents that need assistance, providing veterinary and medical care for animals at the shelter, and assisting with providing and increasing spay and neuter surgeries and efforts to directly reduce the pet population in Kalamazoo County.

Below is a list of partnership items that will be incorporated into the new shelter to strengthen partnerships:

1. Providing multi-purpose space that could be used by partners for dog training, education and meetings.
2. Provide space in the lobby for education center on community resources and to promote information on dog training opportunities.
3. Provide dog exercise and walking areas that could be used in coordination by volunteers of partners or by volunteers to socialize and exercise the dogs housed at the shelter.
4. Provide limited veterinary exam rooms and facilities. Expanded veterinary services and facilities can be provided by partners.
5. Kalamazoo County has identified the need for expanded veterinary services, easier access to spay and neuter services, and a need for crematorium services. As a result of this potential partnership, the new facility will not have the need for to incur the expense for veterinary surgery rooms, facilities for expanded veterinary services, and a spay and neuter clinic.
6. The proposed Humane Society facilities may include a crematorium that could be utilized by Kalamazoo County. This will save considerable capital and operating expense and will also eliminate the current disposal expenses.

## **Additional Details on Impact of Partnerships Current and Potential with New Shelter**

### **Kalamazoo Humane Society**

The Kalamazoo County Humane Society is in the process of planning and fundraising for a new Humane Society facility at the corner of River Street and BL-94. The new facilities will include veterinary clinic space, spay and neuter clinic, a pet resource center for food and care, a volunteer center, and a crematorium. Below are identified areas of current and potential project partnerships with the Humane Society:

1. Spay and Neuter Services.
2. Expanded veterinary services at new facility or onsite at County Shelter.
3. Expand volunteer opportunities at the shelter.  
(bathing/grooming/walking/socialization)
4. Crematorium services can be offered at new Humane Society site.
5. Humane education opportunities.
6. Potential basic training and orientation for new owners.

**Impact on Project:** Explore providing multi-purpose space that could be used in partnership with the Humane Society. Grooming rooms/facilities and equipment that can be used to care for animals by volunteers. Limited veterinary exam room that could be used in partnership for onsite vet services. Outdoor exercise/walking areas for volunteers to exercise and socialize animals. Provide space in the lobby for education center on community resources and to promote information on dog training opportunities. Close proximity to planned Humane Society facilities at corner of River Street & BL-94. May decrease the onsite veterinary services and facilities needed.

### **Michigan Dog Center and Kalamazoo Dog Training Club**

KDTC offers dog training classes at reduced price to individuals that adopt dogs from the Kalamazoo County Animal Shelter. \$85 classes are offered for \$50. The Michigan Dog Center is located on South Sprinkle and includes a large indoor dog training area that is used by individual members and to offer training classes to the community.

**Potential Expanded Partnerships:** Expand training offerings and communication. Consider holding introductory/basic training classes on a more regular basis. Hold new dog owner basic orientation/training for individuals and families that adopt dogs and cats.

**Impact on Project:** Explore providing multi-purpose space that could be used in partnership with the Kalamazoo Dog Training Club for owner orientation or small activities. Provide space in the lobby for education center on community resources and to promote information on dog training opportunities.

## **SPCA of Southwest Michigan**

The SPCA currently transfers approximately 70 dogs and 230 cats on an annual basis from the Kalamazoo County Animal Shelter. They also transfer some animals with medical needs and can provide veterinary services. The SPCA provides intake mitigation services, spay and neuter services, and veterinary services that directly and indirectly benefit the Kalamazoo County Animal Shelter by keeping animals with their owners. The SPCA currently operates a shelter on KL Avenue in Oshtemo Township. The SPCA is very effective at marketing, utilizing a large core of volunteers, and fundraising to meet the needs in the region.

**Potential Expanded Partnerships:** Explore ways to strengthen efforts towards intake mitigation services at the County Shelter. Explore ways to increase or partner for volunteer efforts at the County Shelter. Explore opportunity to increase transfers to the SPCA from the Animal Shelter for adoption by the public. Explore possibility of partnering to provide veterinary services for Animal Shelter. Explore possibilities of partnering on marketing efforts since they currently do an outstanding job.

**Impact on Project:** Explore providing multi-purpose space that could be used in partnership with the SPCA. Grooming rooms/facilities and equipment that can be used to care for animals by volunteers. Limited veterinary exam room that could be used in partnership for onsite vet services. Outdoor exercise/walking areas for volunteers to exercise and socialize animals. Provide space in the lobby for education center on community resources and to promote information to cross promote animals available for adoption.

## **Save Our Strays**

Save Our Strays (SOS) is a volunteer group that strives to increase exposure, awareness, and adoptions by advertising the animals at the Kalamazoo County Shelter. The SOS volunteer's work consists of photographing the adoptable animals housed in the County Shelter. The dynamic photos are uploaded to animal adoption websites to advertise and promote adoption. SOS is vital in organizing, transporting, and handling of KCASE animals at monthly adoption events throughout the Kalamazoo area. In addition, SOS also assists KCASE when there is a need.

**Potential Expanded Partnerships:** The current adoption advertising and promotion could grow to include additional activities at the shelter and in the community. Expanded outdoor walking and exercise opportunities will offer the opportunity for SOS to also exercise and socialize the animals held at the shelter.

**Impact on Project:** Explore providing multi-purpose space, volunteer space, and outdoor animal exercise facilities that can be utilized to continue and increase the current volunteer efforts in an effective manner. Current and expanded volunteer efforts will improve the quality of the services the county provides and will also offer the opportunity to attract additional community volunteers.

## **Other Kalamazoo County Animal Rescues, Animal Non-Profit Organizations, Schools & Universities, and volunteers**

**Potential Expanded partnerships:** Individual volunteers or partnering for volunteer programs can assist with the adoption of animals, care of animals, and operation of the shelter.

**Impact on Project:** Explore providing multi-purpose space that could be used in partnership with the local animal rescue organizations. Provide outdoor space to exercise and walk dogs. Grooming rooms/facilities and equipment that can be used to care for animals by volunteers. Provide sufficient parking to accommodate visitors and volunteers. Establish program to promote volunteer efforts and strengthen partnerships. Provide space in the lobby for education center on community resources and to promote information on partnership organizations and pet owner resources.

## **Project Location**

Throughout the extended history of this proposed project several options were explored. These included renovating an existing building, leasing space, purchasing property, co-locating on a site with the Humane Society, or building on property that Kalamazoo County currently owns on Lamont Street. After reviewing the history and options available, locating on Lamont Street is the best option for Kalamazoo County. The Kalamazoo County Animals Services Advisory Board has also agreed and recommended Lamont Street as the location of the shelter project.

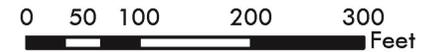
### **Benefits of this site include:**

1. Connection to the a large Kalamazoo County Government Complex that includes the Kalamazoo County Expo Center, Kalamazoo County Buildings and Grounds, Kalamazoo County Sheriff, and Kalamazoo County Household Hazardous Waste.
2. Sharing resources for maintenance, snow removal, and HVAC Control Systems with neighboring County facilities.
3. The site has access to the County fiber optic communications network. This will enable efficient connection to the county communications and computer network.
4. The site has good public awareness and visibility. It is also centrally located for residents and is conveniently access off BL-94.
5. Site is easily accessible by public transportation.
6. Site is located in close proximity (less than one mile) from the planned Humane Society Animal Resource Center.



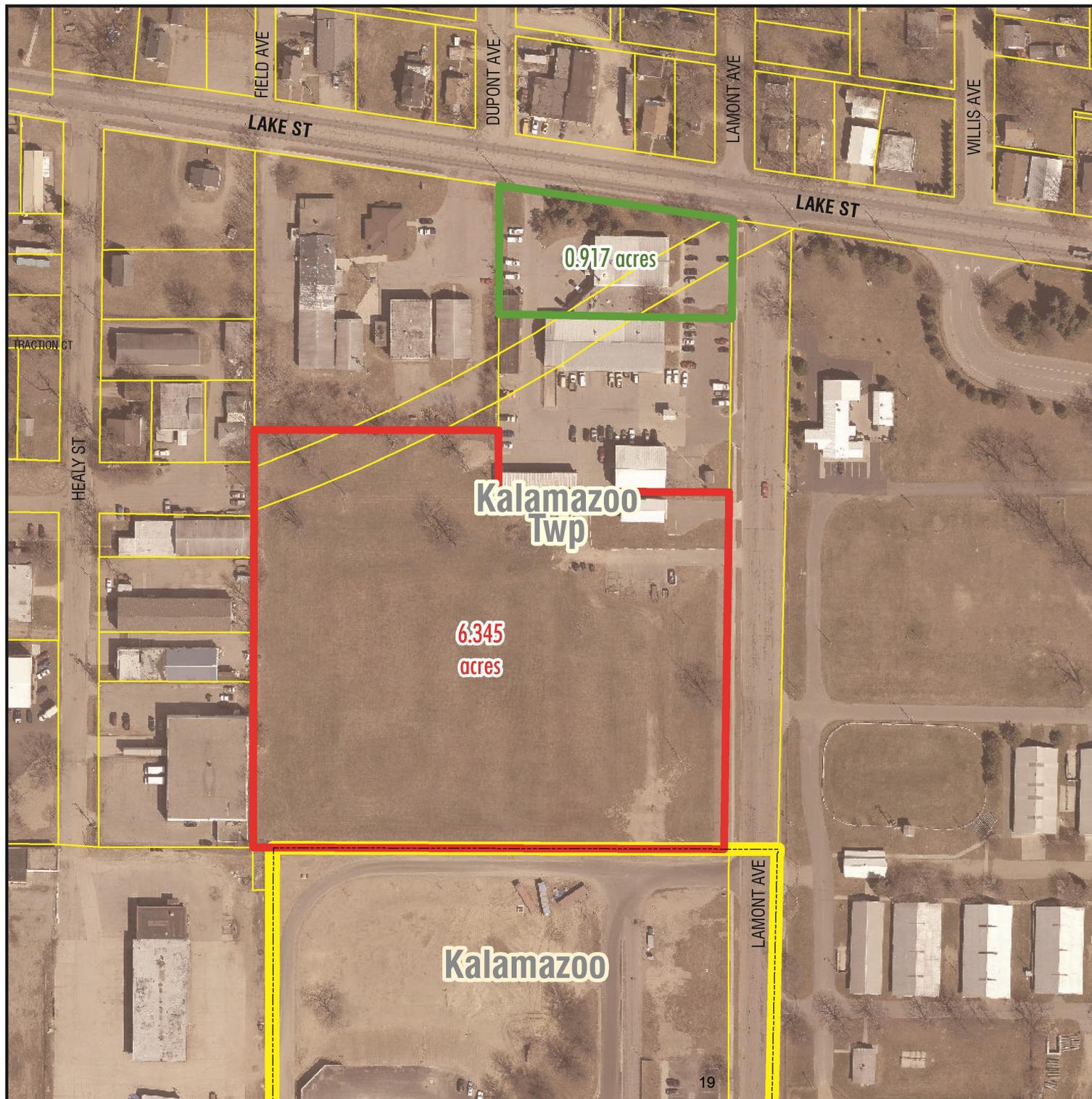
**KALAMAZOO COUNTY  
ANIMAL SERVICES  
& ENFORCEMENT**

# Animal Shelter Expansion and Relocation Options



## Legend

- City & Township Boundaries
- Proposed Shelter Location
- Current Shelter Location
- Jurisdiction Boundaries
- Parcel Boundaries



Version date: 10/9/2015  
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CJB

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## **Project Schedule**

1. Bidding Architecture and Engineering Services June 2017
2. Contracts for Architecture and Engineering Services approved by Board of Commissioners – August 2017
3. Preliminary Design Phase – Public Input/Possible Charrette Process Aug 2017 - Oct 2017
4. Construction Design/Construction Bidding – October 2017
5. Construction Phase March 2018

## **Future Animal Services and Enforcement Operational Impacts**

1. Determine operating plan, staffing needs, and operating budget for new facilities during the preliminary design phase.
2. Explore options and best practices to provide increased weekend and/or evening hours for better public access.
3. Explore options to improve and coordinate marketing, fund development, and volunteer opportunities.
4. Focus on improving education, image, and outreach.
5. Continue effort on maximizing the collaboration with community partners.
6. Explore opportunities to maximize and increase operating revenue from adoption, increased license sales, and other opportunities with new shelter facilities. Increased revenue can be invested into improved operations and services.
7. Will need to develop alternate plan for large event parking at the Kalamazoo County Expo Center (current use of proposed site).