AGENDA

TRANSPORTATION COMMITTEE
Muskegon Area Transit System
Louis A. McMurray Conference Center
2624 Sixth Street
Muskegon Heights, MI
February 19, 2019 – 3:30 p.m.

1. Call to Order

2. Roll Call

3. Approval of Minutes of December 18, 2018 and January 22, 2019

4. Informational Items
   
   Airport Operations Report – January 2019

5. Public Comment (on an agenda item)

6. Public Hearing on MATS Route Service Reductions

7. Items for Consideration
   
   TR19/02-07 Transit Authorize MATS to conduct a small purchase solicitation for CNG maintenance services and parts.
   TR19/02-08 Transit Approve the MATS FY2020 application to the State of Michigan for operating and capital assistance.
   TR19/02-09 Transit Approve revisions to the McMurray Facility Use Policy
   TR19/02-10 Airport Approve issuing an RFP to procure a replacement Parking System.
   TR19/02-11 Airport Approve Amendment No. 2 to Federal Grant No. 3-26-0071-041-2017.
   TR19/02-12 Airport Approve the 2019-2023 Airport Capital Improvement Program.

8. Old Business
9. New Business

10. Public Comment

11. Adjournment

**PUBLIC COMMENT**

Persons may address the Commission during the time set aside for Public Comment or at any time by suspension of the rules. All persons must address the commission and state their name for the record. Comments shall be limited to two (2) minutes for each participant, unless time is extended prior to the public comment period by a vote of a majority of the commission.

**AMERICAN DISABILITY ACT POLICY FOR ACCESS TO OPEN MEETINGS OF THE COUNTY BOARD OF COMMISSIONERS AND ANY OF ITS COMMITTEES OR SUB-COMMITTEES**

The County of Muskegon will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the County of Muskegon. Individuals with disabilities requiring auxiliary aids or services should contact the County of Muskegon by writing or calling the following: Administration, 990 Terrace Street, Muskegon, MI, 49442 (231) 724-6520.
CALL TO ORDER
The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 4:34 pm.

ROLL CALL
Present: Benjamin E. Cross, Marvin R. Engle, Gary Foster, Susie Hughes, Kenneth Mahoney, Charles Nash, Robert Scolnik, John Snider
Excused: Rillastine R. Wilkins
Also Present: Mark Eisenbarth, County Administrator, Doug Hughes, William Hughes, PLLC, Rita Bierman, Airport Administrative Analyst

APPROVAL OF MINUTES
Moved by Commissioner Engle, supported by Commissioner Mahoney, to approve the minutes of the November 15, 2018, Transportation meeting. MOTION CARRIED

INFORMATIONAL ITEMS
Moved by Commissioner Engle, supported by Commissioner Hughes, to accept and place on file the Informational Items. MOTION CARRIED

An Airport Rescue & Fire Fighting Staffing Options Presentation was given by Jeff Tripp, Airport Manager.

A Muskegon Area Transit System Presentation was given by Jim Koens, Transit System Manager.

PUBLIC COMMENT (on an agenda item)
None
ITEMS FOR CONSIDERATION

TR18/12-40  It was moved by Commissioner Mahoney, supported by Commissioner Engle, to approve and authorize the Chair to sign Amendment No. 2 to a contract for professional engineering services with C & S Engineers, Inc. for assistance in administering the Airport’s DOT-required Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) Programs in a lump sum fee of $12,725.00.

MOTION CARRIED

TR18/12-41  It was moved by Commissioner Hughes, supported by Commissioner Engle, to approve the award of RFP 18-2310 for a Transit Technology Implementation Plan to SRF Consulting Group for the sum of $55,247.00 and to authorize the chair to sign contract documents.

MOTION CARRIED

TR18/12-42  It was moved by Commissioner Engle, supported by Commissioner Cross, to authorize MATS to issue a solicitation for proposals for consulting services to conduct a Route Study and Comprehensive Operational Analysis.

MOTION CARRIED

TR18/12-43  It was moved by Commissioner Engle, supported by Commissioner Mahoney, to authorize MATS to engage a brokerage firm and to offer for sale three (3) 1999 Chance AH-28 Trolley Replica Buses that have met their useful life by age criteria.

MOTION CARRIED

TR18/12-44  It was moved by Commissioner Engle, supported by Commissioner Cross, to approve the disposal of Muskegon Trolley Company vehicles 8201, 8202, 8203, and 8401 and to allow the Muskegon Trolley Company to begin the search for a suitable trolley vehicle to be added to the program for the 2019 season.

MOTION CARRIED

TR18/12-45  It was moved by Commissioner Cross, supported by Commissioner Engle, to authorize staff to waive the bid process and to negotiate procurement of a used trolley bus for a price not to exceed $136,000 and to adopt new Muskegon Trolley Company rental rates effective January 1, 2019, as presented.

MOTION CARRIED

TR18/12-46  It was moved by Commissioner Engle, supported by Commissioner Cross, to approve the professional services agreement between the County and Megan Latsch for airport marketing consulting services with an initial term of 6 months at a rate of $20.00 per hour with an option to extend on monthly basis thereafter with a not to exceed amount of $20,800 in the fiscal year.

MOTION CARRIED
OLD BUSINESS
None

NEW BUSINESS

PUBLIC COMMENT (on a new topic)
None

ADJOURNMENT

There being no further business to come before the Transportation Committee, the meeting adjourned at 5:28 pm.
CALL TO ORDER

The Transportation Committee meeting was called to order by Chair, Rillastine Wilkins, at 4:09 pm.

ROLL CALL

Present: Gary Foster, Marcia Hovey-Wright, Susie Hughes, Zach Lahring, Kenneth Mahoney, Charles Nash, Robert Scolnik, John Snider, Rillastine R. Wilkins

Excused: None

Also Present: Mark Eisenbarth, County Administrator, Doug Hughes, William Hughes, PLLC, Rita Bierman, Airport Administrative Analyst

APPROVAL OF MINUTES

Minutes will be approved at the February 19, 2019 meeting.

INFORMATIONAL ITEMS

Moved by Commissioner Foster, supported by Commissioner Hughes, to accept and place on file the Informational Items.  MOTION CARRIED

PUBLIC COMMENT (on an agenda item)

None
ITEMS FOR CONSIDERATION

TR19/01-01  It was moved by Commissioner Mahoney, supported by Commissioner Foster, to approve the March 31, 2018, April 9, 2018, and October 1, 2018 Contract Addendums with Greyhound Lines, Inc., and to authorize the Chairperson to execute the contracts.  MOTION CARRIED

TR19/01-02  It was moved by Commissioner Foster, supported by Commissioner Snider, to authorize the elimination of MATS non-bargaining positions N52201 (Mobility Coordinator) and N54901 (Transit Procurement Specialist) from the MATS department, effective February 1, 2019, and to layoff the incumbents in these positions.

[No-Nash]  MOTION CARRIED

TR19/01-03  It was moved by Commissioner Foster, supported by Commissioner Hughes, to authorize MATS to conduct a public comment period on proposed service eliminations and to hold a public hearing regarding the changes before the Muskegon County Board of Commissioners Transportation Committee meeting at 3:30pm on Tuesday, February 19, 2019.

[No-Nash]  MOTION CARRIED

TR19/01-04  It was moved by Commissioner Foster, supported by Commissioner Mahoney, to approve the Fiscal Year 2020 - 2023 Transportation Improvement Program proposed project list as developed by the Muskegon Area Transit System for consideration by the West Michigan Shoreline Regional Development Commission.

[No-Nash]  MOTION CARRIED

TR19/01-05  It was moved by Commissioner Hughes, supported by Commissioner Mahoney, to approve unfunding the Administrative Secretary position N04003 from the Airport’s approved FY2019 Budget, approving the funding of the new Airport Operations and Maintenance Lead position NO-00290 ($22.531/hr. - $28.393/hr.), and modifying the departmental funding splits for the Community Development Director position Y08001 with revised percentages of 70% CVB, 10% MATS, 10% Airport and 10% Parks.

MOTION CARRIED

TR19/01-06  It was moved by Commissioner Hughes, supported by Commissioner Foster, to approve the Airport’s request to increase fiscal year 2019 Budget line item 5810-0536-805.010 (Crash Fire Rescue) by $101,361 to provide funding for the Norton Shores Fire Department to hire three additional dedicated airport rescue and firefighting personnel.  This motion will increase the line item from $118,500 to $219,861.00.

MOTION CARRIED
OLD BUSINESS

None

NEW BUSINESS

PUBLIC COMMENT (on a new topic)

John Poniatowski commented on the customer service provided by MATS.

ADJOURNMENT

There being no further business to come before the Transportation Committee, the meeting adjourned at 4:55 pm.
COUNTY OF MUSKEGON  
MUSKEGON AREA TRANSIT SYSTEM  
OPERATIONS REPORT  
JANUARY 2019

<table>
<thead>
<tr>
<th>PASSENGER ACTIVITY</th>
<th>2019</th>
<th>2018</th>
<th>CHANGE</th>
<th>2019</th>
<th>2018</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATS PASSENGER ACTIVITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fixed Route Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linehaul Service</td>
<td>33,947</td>
<td>40,562</td>
<td>-16%</td>
<td>33,947</td>
<td>40,562</td>
<td>-16%</td>
</tr>
<tr>
<td>MARC Service</td>
<td>476</td>
<td>463</td>
<td>3%</td>
<td>476</td>
<td>463</td>
<td>3%</td>
</tr>
<tr>
<td>Fixed Route Total</td>
<td>34,423</td>
<td>41,025</td>
<td>-16%</td>
<td>34,423</td>
<td>41,025</td>
<td>-16%</td>
</tr>
<tr>
<td>Demand/Response Services</td>
<td>1,440</td>
<td>2,028</td>
<td>-29%</td>
<td>1,440</td>
<td>2,028</td>
<td>-29%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>35,863</td>
<td>43,053</td>
<td>-17%</td>
<td>35,863</td>
<td>43,053</td>
<td>-17%</td>
</tr>
</tbody>
</table>

**DAILY AVERAGE**

<table>
<thead>
<tr>
<th>PASSENGERS PER HOUR</th>
<th>2019</th>
<th>2018</th>
<th>CHANGE</th>
<th>2019</th>
<th>2018</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linehaul Service</td>
<td>1,306</td>
<td>1,560</td>
<td>-16%</td>
<td>1,306</td>
<td>1,560</td>
<td>-16%</td>
</tr>
<tr>
<td>MARC Service</td>
<td>28</td>
<td>22</td>
<td>27%</td>
<td>28</td>
<td>22</td>
<td>27%</td>
</tr>
<tr>
<td>Demand Response Services</td>
<td>55</td>
<td>78</td>
<td>-29%</td>
<td>55</td>
<td>78</td>
<td>-29%</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>9.4</td>
<td>11.1</td>
<td>-15%</td>
<td>9.4</td>
<td>11.1</td>
<td>-15%</td>
</tr>
</tbody>
</table>

**NUMBER OF DAYS USED TO CALCULATE DATA**

<table>
<thead>
<tr>
<th>MONTHLY</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linehaul Service</td>
<td>26</td>
</tr>
<tr>
<td>MARC - New Service</td>
<td>17</td>
</tr>
<tr>
<td>Demand Response Services</td>
<td>26</td>
</tr>
</tbody>
</table>

**NUMBER OF REVENUE HOURS USED TO CALCULATE DATA**

<table>
<thead>
<tr>
<th>MONTHLY</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linehaul Service</td>
<td>3466</td>
</tr>
<tr>
<td>MARC - New Service</td>
<td>193</td>
</tr>
<tr>
<td>Demand Response Services</td>
<td>697</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2019</th>
<th>2018</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>26</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>17</td>
<td>21</td>
<td>17</td>
<td>21</td>
</tr>
<tr>
<td>26</td>
<td>26</td>
<td>26</td>
<td>26</td>
</tr>
<tr>
<td>3466</td>
<td>3467</td>
<td>3466</td>
<td>3467</td>
</tr>
<tr>
<td>193</td>
<td>238</td>
<td>193</td>
<td>238</td>
</tr>
<tr>
<td>697</td>
<td>976</td>
<td>697</td>
<td>976</td>
</tr>
</tbody>
</table>
### Muskegon County Airport

#### Operations Report

##### Calendar Year 2019

<table>
<thead>
<tr>
<th>SKYWEST TOTAL PASSENGER ACTIVITY</th>
<th>EXECUTIVE AIR OPERATIONS</th>
<th>CHARTER OPERATIONS</th>
<th>AIRCRAFT OPERATIONS</th>
<th>ALL CARGO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Load Factor Enplaned Deplaned</td>
<td>Vs. Enplaned Deplaned</td>
<td>Total</td>
<td>vs. CY2018 Enplaned Deplaned Total</td>
<td></td>
</tr>
<tr>
<td>Load Factor Enplaned Deplaned</td>
<td>Total vs. CY2018</td>
<td>Total</td>
<td>vs. CY2018 Pounds</td>
<td></td>
</tr>
<tr>
<td>JANUARY 39% 1,035 101 820 53</td>
<td>2,009 19% 60 69 129</td>
<td>153 153 306 136</td>
<td>1,248 10 1,394 10%</td>
<td>2,744 -73%</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APRIL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUNE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JULY</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| YTD TOTALS 39% 1,035 101 820      | 2,009 -2% 60 69 129          | 153 153 306 136    | 1,248 10 1,394 10% | 2,744 -73% |

LOAD FACTOR BASED UPON REVENUE PASSENGERS ONLY
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>REQUESTING DEPARTMENT</th>
<th>COMMITTEE DATE</th>
<th>REQUESTOR SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSIT</td>
<td>02/19/2019</td>
<td>ROBERT M. LUKENS</td>
</tr>
</tbody>
</table>

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Muskegon Area Transit System continues to use compressed natural gas (CNG) as a vehicle fuel. MATS operates a CNG fueling station for its fleet at the Sixth Street garage location. As this is now the only available fueling station within 40 miles, it essential to have a maintenance agreement in place with a reliable CNG maintenance contractor to minimize service interruptions. The most recent agreement for CNG station maintenance, with Clean Energy, expired in January, 2019.

Board Authorization is sought to permit MATS to conduct a small purchase solicitation for a four year period of CNG station preventive and on-call maintenance services and parts.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to authorize the Muskegon Area Transit System to conduct a small purchase solicitation for a four year period of CNG station preventive and on-call maintenance services and parts.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

<table>
<thead>
<tr>
<th>AGENDA DATE:</th>
<th>AGENDA NO.:</th>
<th>BOARD DATE:</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/19/2019</td>
<td>TR19/02-07</td>
<td>02/26/2019</td>
<td></td>
</tr>
</tbody>
</table>

Revised 2/12/19
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE TRANSPORTATION</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTING DEPARTMENT TRANSIT</td>
<td>COMMITTEE DATE</td>
<td>02/19/2019</td>
<td>REQUESTOR SIGNATURE</td>
</tr>
</tbody>
</table>

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

Applications for FY2020 transit operating and capital assistance from the State of Michigan are due to the Department of Transportation and have been prepared through the State’s electronic application program. Summary materials related to the application are attached. Board approval of the application, the attached resolution of intent, and the public notice is sought.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Muskegon Area Transit System's FY2020 application to the State of Michigan for operating and capital assistance, to authorize the Resolution of Intent to apply for financial assistance, to name the County Administrator as the Transportation Coordinator, and to publish the public notice.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

<table>
<thead>
<tr>
<th>HUMAN RESOURCES ANALYSIS:</th>
<th>FINANCE &amp; MANAGEMENT ANALYSIS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CORPORATE COUNSEL ANALYSIS:</th>
<th>ADMINISTRATOR RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

This motion requires final review by the Board, Authority, or Ad hoc Committee prior to action. The motion was approved by the Board/Authority/Committee on [Date].

AGENDA DATE: 02/19/2019
AGENDA NO.: TR19/02-08
BOARD DATE: 02/26/2019
PAGE NO.

Revised 2/12/19
The Fiscal Year 2020 application for state transit operating and capital assistance has been developed and is comprised of the areas below. As required, the application will be filed electronically. The application, intended to provide the Department of Transportation with a preliminary estimate of expenses to be reimbursed, is based on expectations of service to be provided in fiscal year 2020.

**Local Bus Operating Assistance Program**

The operating assistance application requests state assistance to offset the costs of operating urban and non-urban transit services in Muskegon County. The requests to this program are based on current assumptions of transit operating revenues and expenses in the year 2020, and utilize the estimated state reimbursement rates prescribed by MDOT. Preliminary estimated operating expenses eligible for non-urban program assistance are $98,000 with state participation estimated at $37,305. Operating expenses eligible for urban program assistance are $4,145,100 with state participation estimated at $1,327,993.

**Local Bus Capital Assistance Program**

The capital assistance program requests state match funding of $20,000 toward the purchase of real property for a Muskegon Heights passenger facility project, $53,514 toward A&E/Construction Program Management activities and support equipment for a Muskegon Heights passenger facility project, $49,939 toward support equipment and technology, $12,000 toward support vehicles, and $24,500 toward transit marketing activities.

**Section 5311 Program**

The Section 5311 program provides Federal operating assistance for transit service in rural areas. Funding from this program in the amount of $16,380 is requested to support portions of the MARC program.

**Section 5310 Program**

The Section 5310 program is a competitive category assisting in services to the elderly and persons with disabilities. Funding from this program is requested for mobility management, planning, and travel training staff activities ($125,000 federal and state) and for promotion of MATS services ($50,000 federal and state).

**Specialized Services Operating Assistance Program**

The State of Michigan provides operating assistance to non-profit human services agencies to assist in transportation for the elderly and persons with disabilities. The program requires local public transit agencies to serve in a coordination and pass-through role. As in recent years, state funds are sought to assist three agencies – Muskegon/Oceana Chapter American Red Cross, Pioneer Resources, Inc., and Goodwill Industries – in their services. It is anticipated that the agencies will share a total of $65,499 in state funding for fiscal year 2020.
Muskegon Area Transit System

2624 Sixth Street
Muskegon Heights, MI  49444

(231) 724-6420

Urban Medium

Regular Service

Annual Budgeted

2020

Operating Revenue:  $370,000
Total Eligible Expenses:  $4,145,100
Local Share:  $1,110,263

Comments:  -
# Revenue Schedule Report

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>LH</th>
<th>DR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>Farebox Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40100</td>
<td>Passenger Fares (-)</td>
<td>$320,000</td>
<td>$50,000</td>
<td>$370,000</td>
</tr>
<tr>
<td>406</td>
<td>Auxiliary Trans Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40610</td>
<td>Concessions (-)</td>
<td>$3,200</td>
<td></td>
<td>$3,200</td>
</tr>
<tr>
<td>40615</td>
<td>Advertising (-)</td>
<td>$30,000</td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>40620</td>
<td>Intercity Ticket Sales (-)</td>
<td>$12,000</td>
<td></td>
<td>$12,000</td>
</tr>
<tr>
<td>407</td>
<td>NonTrans Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40799</td>
<td>Other NonTrans Revenue (Explain in comment field) (Sale of Scrap)</td>
<td>$1,500</td>
<td></td>
<td>$1,500</td>
</tr>
<tr>
<td>409</td>
<td>Local Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40910</td>
<td>Local Operating Assistance (-)</td>
<td>$693,363</td>
<td></td>
<td>$693,363</td>
</tr>
<tr>
<td>411</td>
<td>State Formula and Contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41101</td>
<td>State Operating Assistance (-)</td>
<td>$1,327,991</td>
<td></td>
<td>$1,327,991</td>
</tr>
<tr>
<td>41114</td>
<td>Other Capital Contract Reimburse for Operating Expenses (Explain in comment field) (Mob. Mgt.$25k, Mob. Mgt.Mktg$10k, CMAQ Mktg.$20k)</td>
<td>$55,000</td>
<td></td>
<td>$55,000</td>
</tr>
<tr>
<td>413</td>
<td>Federal Contracts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41302</td>
<td>Federal Section 5307 Operating (operating funds only) (-)</td>
<td>$1,712,346</td>
<td></td>
<td>$1,712,346</td>
</tr>
<tr>
<td>41314</td>
<td>Other Capital Contract Reimburse for Operating Expenses (Explain in comment field) (Mob. Mgt.$100k, Mob. Mgt.Mktg$40k, CMAQ Mktg.$80k)</td>
<td>$220,000</td>
<td></td>
<td>$220,000</td>
</tr>
<tr>
<td>414</td>
<td>Other Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41400</td>
<td>Interest Income (-)</td>
<td>$200</td>
<td></td>
<td>$200</td>
</tr>
</tbody>
</table>

Total Revenues: $4,425,600
# Expense Schedule Report

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>LH</th>
<th>DR</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>501</td>
<td>Labor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50101</td>
<td>Operators Salaries &amp; Wages (-)</td>
<td>$1,200,000</td>
<td>$390,000</td>
<td>$1,590,000</td>
</tr>
<tr>
<td>50102</td>
<td>Other Salaries &amp; Wages (-)</td>
<td>$400,000</td>
<td></td>
<td>$400,000</td>
</tr>
<tr>
<td>502</td>
<td>Fringe Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50200</td>
<td>Fringe Benefits (-)</td>
<td>$525,000</td>
<td>$75,000</td>
<td>$600,000</td>
</tr>
<tr>
<td>50210</td>
<td>DC Pensions (-)</td>
<td>$9,800</td>
<td>$3,200</td>
<td>$13,000</td>
</tr>
<tr>
<td>50220</td>
<td>DB Pensions (-)</td>
<td>$475,000</td>
<td>$50,000</td>
<td>$525,000</td>
</tr>
<tr>
<td>50240</td>
<td>DC Other Post Employment Benefit (-)</td>
<td>$8,000</td>
<td>$2,600</td>
<td>$10,600</td>
</tr>
<tr>
<td>50250</td>
<td>DB Other Post Employment Benefit (-)</td>
<td>$310,000</td>
<td>$40,000</td>
<td>$350,000</td>
</tr>
<tr>
<td>503</td>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50302</td>
<td>Advertising Fees (-)</td>
<td>$100,000</td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>50305</td>
<td>Audit Costs (-)</td>
<td>$7,500</td>
<td></td>
<td>$7,500</td>
</tr>
<tr>
<td>50399</td>
<td>Other Services (-)</td>
<td>$40,000</td>
<td></td>
<td>$40,000</td>
</tr>
<tr>
<td>504</td>
<td>Materials and Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50401</td>
<td>Fuel &amp; Lubricants (-)</td>
<td>$275,000</td>
<td>$30,000</td>
<td>$305,000</td>
</tr>
<tr>
<td>50402</td>
<td>Tires &amp; Tubes (-)</td>
<td>$55,000</td>
<td></td>
<td>$55,000</td>
</tr>
<tr>
<td>50499</td>
<td>Other Materials &amp; Supplies (-)</td>
<td>$630,000</td>
<td>$12,000</td>
<td>$642,000</td>
</tr>
<tr>
<td>505</td>
<td>Utilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50500</td>
<td>Utilities (-)</td>
<td>$110,000</td>
<td></td>
<td>$110,000</td>
</tr>
<tr>
<td>506</td>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Expense Schedule Report

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>LH</th>
<th>DR</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50603</td>
<td>Liability Insurance</td>
<td>$145,000</td>
<td></td>
<td>$145,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50699</td>
<td>Other Insurance</td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>509 :</td>
<td>Misc Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50902</td>
<td>Travel, Meetings &amp; Training</td>
<td>$5,000</td>
<td></td>
<td>$5,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50903</td>
<td>Association Dues &amp; Subscriptions</td>
<td>$17,500</td>
<td></td>
<td>$17,500</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>513 :</td>
<td>Depreciation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51300</td>
<td>Depreciation</td>
<td>$900,000</td>
<td></td>
<td>$900,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>550 :</td>
<td>Ineligible Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55007</td>
<td>Ineligible Depreciation</td>
<td>$900,000</td>
<td></td>
<td>$900,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>55009</td>
<td>Ineligible Percent of Association Dues</td>
<td>$2,500</td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>560 :</td>
<td>Ineligible Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56002</td>
<td>Ineligible Expenses Associated w/Advertising Revenue</td>
<td>$3,000</td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>576 :</td>
<td>Ineligible Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57604</td>
<td>Other Ineligible Oper Expense Paid by Capital Contract</td>
<td>$275,000</td>
<td></td>
<td>$275,000</td>
</tr>
<tr>
<td>(Mob. Mgt.$125k, Mob. Mgt.Mktg$50k, CMAQ Mktg$100k)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>580 :</td>
<td>Ineligible Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58020</td>
<td>Ineligible DB Pensions</td>
<td>$250,000</td>
<td></td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58050</td>
<td>Ineligible DB Other Post Employment Benefit</td>
<td>$250,000</td>
<td></td>
<td>$250,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses: **$5,825,600**

Total Ineligible Expenses: **$1,680,500**

Total Eligible Expenses: **$4,145,100**
# Muskegon Area Transit System

## Urban Medium

### Regular Service

### Annual Budgeted

#### 2020

## Non Financial Schedule Report

### Public Service

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Weekday LH</th>
<th>Weekday DR</th>
<th>Saturday LH</th>
<th>Saturday DR</th>
<th>Sunday LH</th>
<th>Sunday DR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>Vehicle Hours</td>
<td>38,000</td>
<td>10,000</td>
<td>2,500</td>
<td>650</td>
<td>0</td>
<td>0</td>
<td>51,150</td>
</tr>
<tr>
<td>611</td>
<td>Vehicle Miles</td>
<td>560,000</td>
<td>140,000</td>
<td>36,000</td>
<td>7,200</td>
<td>0</td>
<td>0</td>
<td>743,200</td>
</tr>
<tr>
<td>615</td>
<td>Unlinked Passenger Trips - Regular</td>
<td>270,000</td>
<td>0</td>
<td>17,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>287,000</td>
</tr>
<tr>
<td>616</td>
<td>Unlinked Passenger Trips - Elderly</td>
<td>54,000</td>
<td>5,400</td>
<td>4,500</td>
<td>100</td>
<td>0</td>
<td>0</td>
<td>64,000</td>
</tr>
<tr>
<td>617</td>
<td>Unlinked Passenger Trips - Persons w/Disabilities</td>
<td>105,000</td>
<td>16,000</td>
<td>8,000</td>
<td>900</td>
<td>0</td>
<td>0</td>
<td>129,900</td>
</tr>
<tr>
<td>621</td>
<td>Total Line-Haul Unlinked Passenger Trips</td>
<td>429,000</td>
<td>0</td>
<td>29,500</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>458,500</td>
</tr>
<tr>
<td>622</td>
<td>Total Demand-Response Unlinked Passenger Trips</td>
<td>0</td>
<td>21,400</td>
<td>0</td>
<td>1,000</td>
<td>0</td>
<td>0</td>
<td>22,400</td>
</tr>
<tr>
<td>625</td>
<td>Days Operated</td>
<td>254</td>
<td>254</td>
<td>52</td>
<td>52</td>
<td>0</td>
<td>0</td>
<td>612</td>
</tr>
</tbody>
</table>

**Total Passengers: 480,900**

### Vehicle Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>653</td>
<td>Total Line-Haul Vehicles</td>
<td>19</td>
</tr>
<tr>
<td>654</td>
<td>Line-Haul Vehicle w/ Lifts</td>
<td>19</td>
</tr>
<tr>
<td>655</td>
<td>Total Demand-Response Vehicles</td>
<td>15</td>
</tr>
<tr>
<td>656</td>
<td>Demand-Response Vehicle w/ Lifts</td>
<td>15</td>
</tr>
<tr>
<td>658</td>
<td>Total Transit Vehicles</td>
<td>34</td>
</tr>
</tbody>
</table>

**Total Vehicles: 34**

### Miscellaneous Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity LH</th>
<th>Quantity DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>601</td>
<td>Number of Routes (Line Haul Only)</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td>602</td>
<td>Total Route Miles (Line Haul Only)</td>
<td>174</td>
<td>0</td>
</tr>
<tr>
<td>659</td>
<td>LPG (propane) or CNG (compressed natural gas) Gallons Equivalent Consumed</td>
<td>72,000</td>
<td>6,000</td>
</tr>
<tr>
<td>660</td>
<td>Diesel/Gasoline Gallons Consumed</td>
<td>75,000</td>
<td>15,000</td>
</tr>
<tr>
<td>661</td>
<td>Total Transit Agency Employees (Full-Time Equivalents)</td>
<td>45</td>
<td>8</td>
</tr>
<tr>
<td>662</td>
<td>Total Revenue Vehicle Operators (Full-Time Equivalents)</td>
<td>30</td>
<td>8</td>
</tr>
</tbody>
</table>
Muskegon Area Transit System
2624 Sixth Street
Muskegon Heights, MI 49444
(231) 724-6420
Nonurban County
Regular Service

Annual Budgeted
2020

Operating Revenue: $7,000
Total Eligible Expenses: $98,000
Local Share: $44,315

Comments: -
# Revenue Schedule Report

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>401</td>
<td>Farebox Revenue</td>
<td></td>
</tr>
<tr>
<td>40100</td>
<td>Passenger Fares</td>
<td>$7,000</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
</tr>
<tr>
<td>409</td>
<td>Local Revenue</td>
<td></td>
</tr>
<tr>
<td>40910</td>
<td>Local Operating Assistance</td>
<td>$37,315</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
</tr>
<tr>
<td>411</td>
<td>State Formula and Contracts</td>
<td></td>
</tr>
<tr>
<td>41101</td>
<td>State Operating Assistance</td>
<td>$37,305</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
</tr>
<tr>
<td>413</td>
<td>Federal Contracts</td>
<td></td>
</tr>
<tr>
<td>41301</td>
<td>Section 5311 Operating</td>
<td>$16,380</td>
</tr>
<tr>
<td></td>
<td>(-)</td>
<td></td>
</tr>
</tbody>
</table>

Total Revenues: $98,000
### Expense Schedule Report

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>501:</td>
<td>Labor</td>
<td></td>
</tr>
<tr>
<td>50101</td>
<td>Operators Salaries &amp; Wages</td>
<td>$50,421</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>502:</td>
<td>Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>50200</td>
<td>Fringe Benefits</td>
<td>$20,776</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>50210</td>
<td>DC Pensions</td>
<td>$98</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>50220</td>
<td>DB Pensions</td>
<td>$20,717</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>50240</td>
<td>DC Other Post Employment Benefit</td>
<td>$49</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>50250</td>
<td>DB Other Post Employment Benefit</td>
<td>$15,827</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>504:</td>
<td>Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>50401</td>
<td>Fuel &amp; Lubricants</td>
<td>$11,642</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>50499</td>
<td>Other Materials &amp; Supplies</td>
<td>$1,754</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>580:</td>
<td>Ineligible Expenses</td>
<td></td>
</tr>
<tr>
<td>58020</td>
<td>Ineligible DB Pensions</td>
<td>$11,084</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
<tr>
<td>58050</td>
<td>Ineligible DB Other Post Employment Benefit</td>
<td>$12,200</td>
</tr>
<tr>
<td></td>
<td>(</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses: $121,284**

**Total Ineligible Expenses: $23,284**

**Total Eligible Expenses: $98,000**
## Non Financial Schedule Report

### Public Service

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Weekday DR</th>
<th>Saturday DR</th>
<th>Sunday DR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>Vehicle Hours</td>
<td>1,670</td>
<td>0</td>
<td>0</td>
<td>1,670</td>
</tr>
<tr>
<td>611</td>
<td>Vehicle Miles</td>
<td>45,590</td>
<td>0</td>
<td>0</td>
<td>45,590</td>
</tr>
<tr>
<td>615</td>
<td>Unlinked Passenger Trips - Regular</td>
<td>3,200</td>
<td>0</td>
<td>0</td>
<td>3,200</td>
</tr>
<tr>
<td>616</td>
<td>Unlinked Passenger Trips - Elderly</td>
<td>700</td>
<td>0</td>
<td>0</td>
<td>700</td>
</tr>
<tr>
<td>617</td>
<td>Unlinked Passenger Trips - Persons w/Disabilities</td>
<td>625</td>
<td>0</td>
<td>0</td>
<td>625</td>
</tr>
<tr>
<td>621</td>
<td>Total Line-Haul Unlinked Passenger Trips</td>
<td>4,525</td>
<td>0</td>
<td>0</td>
<td>4,525</td>
</tr>
<tr>
<td>625</td>
<td>Days Operated</td>
<td>254</td>
<td>0</td>
<td>0</td>
<td>254</td>
</tr>
</tbody>
</table>

Total Passengers: 4,525

### Vehicle Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>653</td>
<td>Total Line-Haul Vehicles</td>
<td>1</td>
</tr>
<tr>
<td>654</td>
<td>Line-Haul Vehicle w/ Lifts</td>
<td>1</td>
</tr>
<tr>
<td>658</td>
<td>Total Transit Vehicles</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Vehicles: 1

### Miscellaneous Information

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>601</td>
<td>Number of Routes (Line Haul Only)</td>
<td>1</td>
</tr>
<tr>
<td>602</td>
<td>Total Route Miles (Line Haul Only)</td>
<td>37</td>
</tr>
<tr>
<td>660</td>
<td>Diesel/Gasoline Gallons Consumed</td>
<td>5,600</td>
</tr>
<tr>
<td>661</td>
<td>Total Transit Agency Employees (Full-Time Equivalents)</td>
<td>1</td>
</tr>
<tr>
<td>662</td>
<td>Total Revenue Vehicle Operators (Full-Time Equivalents)</td>
<td>1</td>
</tr>
</tbody>
</table>
# Muskegon Area Transit System
## Capital Requests For FY 2020

<table>
<thead>
<tr>
<th>Req. Yr</th>
<th>Program</th>
<th>Item Description/Justification</th>
<th>Federal Amount</th>
<th>State Amount</th>
<th>Local Amount</th>
<th>Total Amount</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>CMAQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested:0</td>
<td>Marketing</td>
<td>Desc: Transit outreach and marketing activities</td>
<td>$98,000</td>
<td>$24,500</td>
<td>$0</td>
<td>$122,500</td>
<td></td>
<td>PRE-REQUESTED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justin: The Muskegon Area Transit System will conduct outreach and marketing efforts with FY2020 CMAQ funds.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Sub Total By Program Type</strong></td>
<td>$98,000</td>
<td>$24,500</td>
<td>$0</td>
<td>$122,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020</td>
<td>SEC 5310</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested:0</td>
<td>Mobility Mgt</td>
<td>Priority:5</td>
<td>$100,000</td>
<td>$25,000</td>
<td>$0</td>
<td>$125,000</td>
<td>REPLACE</td>
<td>PRE-REQUESTED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desc: Mobility Management Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justin: A Mobility Management Program will improve transportation services in the community. (Continuation of funding level from FY 2019 program)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested:0</td>
<td>Marketing</td>
<td>Priority:6</td>
<td>$40,000</td>
<td>$10,000</td>
<td>$0</td>
<td>$50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Desc: Mobility Management Marketing Activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Justin: Continuation of 2019 Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Muskegon Area Transit System will perform Mobility Management Promotion and Outreach activities to inform and educate the community about the availability of select developing or modified transit services.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Sub Total By Program Type</strong></td>
<td>$140,000</td>
<td>$35,000</td>
<td>$0</td>
<td>$175,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Req. Yr</td>
<td>Program</td>
<td>Item Description/Justification</td>
<td>Federal Amount</td>
<td>State Amount</td>
<td>Local Amount</td>
<td>Total Amount</td>
<td>Action</td>
<td>Status</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------------</td>
<td>--------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| 2020    | SEC 5339 - Bus and Bus Facilities | Desc: Replace support vehicles  
Justi: Replacement of support vehicles will allow for continued smooth transit operations | $48,000        | $12,000      | $0           | $60,000      | REPLACE  | PRE-REQUESTED |
| Requested:0 | Equipment | Desc: Acquire real property for the development of a transit passenger facility  
Justi: The acquisition of real property will allow design and construction of a transit passenger facility to improve operations and customer experience. | $80,000        | $20,000      | $0           | $100,000     | EXPAND   | PRE-REQUESTED |
Justi: Non-construction transit facility development activities and purchases are necessary prior to and concurrent with construction of a transit passenger facility. | $214,057       | $53,514      | $0           | $267,571     | EXPAND   | PRE-REQUESTED |
| Requested:0 | Facility | Desc: Acquire support equipment  
Justi: Transit support equipment and technology will assist in operation and delivery of transit services | $199,755       | $49,939      | $0           | $249,694     | EXPAND   | PRE-REQUESTED |
## Muskegon Area Transit System
### Capital Requests For FY 2020

<table>
<thead>
<tr>
<th>Req. Yr</th>
<th>Program</th>
<th>Item Description/Justification</th>
<th>Federal Amount</th>
<th>State Amount</th>
<th>Local Amount</th>
<th>Total Amount</th>
<th>Action</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sub Total By Program Type</td>
<td>$541,812</td>
<td>$135,453</td>
<td>$0</td>
<td>$677,265</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub Total By Request Year</td>
<td>$779,812</td>
<td>$194,953</td>
<td>$0</td>
<td>$974,765</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grand Total</td>
<td>$779,812</td>
<td>$194,953</td>
<td>$0</td>
<td>$974,765</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PUBLIC NOTICE  
MUSKEGON AREA TRANSIT SYSTEM  
PROPOSED APPLICATION FOR STATE AND  
FEDERAL OPERATING AND CAPITAL ASSISTANCE

All citizens are advised that the Muskegon County Board of Commissioners (Muskegon Area Transit System (MATS)) has prepared an application for State of Michigan financial assistance for fiscal year 2020, as required under Act 51 of the Public Acts of 1951, as amended, and for federal assistance as required under the Federal Transit Act, as amended.

MATS is requesting a total of $1,782,130 from the State of Michigan for the following program of projects:

<table>
<thead>
<tr>
<th>FUNDING SOURCE</th>
<th>AMOUNT</th>
<th>PROJECT DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Formula Operating Assistance</td>
<td>$1,327,993</td>
<td>Operating Assistance - Urban</td>
</tr>
<tr>
<td>State Formula Operating Assistance</td>
<td>$ 37,305</td>
<td>Operating Assistance - NonUrban</td>
</tr>
<tr>
<td>Section 5311 Federal Operating Assistance</td>
<td>$ 16,380</td>
<td>Operating Assistance</td>
</tr>
<tr>
<td>Section 5339 Capital Match Funds (CTF)</td>
<td>$ 12,000</td>
<td>Support Vehicles</td>
</tr>
<tr>
<td>Section 5339 Capital Match Funds (CTF)</td>
<td>$ 20,000</td>
<td>Real Property Acquisition</td>
</tr>
<tr>
<td>Section 5339 Capital Match Funds (CTF)</td>
<td>$ 53,514</td>
<td>A&amp;E/Construction Mgt/Equipment</td>
</tr>
<tr>
<td>Section 5339 Capital Match Funds (CTF)</td>
<td>$ 49,939</td>
<td>Support Equipment</td>
</tr>
<tr>
<td>Section 5307/CMAQ Capital Match Funds</td>
<td>$ 24,500</td>
<td>Marketing and Outreach</td>
</tr>
<tr>
<td>Section 5310 Federal Capital Funds</td>
<td>$ 100,000</td>
<td>Mobility Management Activities</td>
</tr>
<tr>
<td>Section 5310 State Match Funds</td>
<td>$ 25,000</td>
<td>Mobility Management Activities</td>
</tr>
<tr>
<td>Section 5310 Federal Capital Funds</td>
<td>$ 40,000</td>
<td>Mobility Management Outreach</td>
</tr>
<tr>
<td>Section 5310 State Match Funds</td>
<td>$ 10,000</td>
<td>Mobility Management Outreach</td>
</tr>
<tr>
<td>Specialized Services Operating Assistance</td>
<td>$ 65,499</td>
<td>Specialized Services Operating</td>
</tr>
</tbody>
</table>

The Muskegon Area Transit System ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964. More information regarding Title VI obligations may be obtained by contacting MATS at the address below.

Application materials are available for review during a 30-day period (March 1, 2019, to March 30, 2019), between the hours of 8am and 5pm at the offices of the Muskegon Area Transit System, 2624 Sixth Street, Muskegon Heights, Michigan. Upon advance notice, materials concerning the applications can be made available in alternative formats.

Written comments regarding the applications and/or written requests for a public hearing to review an application must be received by March 30, 2019. If a hearing is requested, notice of the scheduled date, time, and location will be provided at least 10 days in advance. If no comments are received, or if a hearing is not requested, the proposed program of projects will become final.

Written comments, inquiries, or a request for public hearing should be mailed to:
Muskegon Area Transit System  
2624 Sixth Street  
Muskegon Heights, MI  49444

Publish: March 1, 2019
RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2020 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Muskegon County Board of Commissioners (Muskegon Area Transit System), (hereby known as THE APPLICANT), established under Act 94, to provide a local transportation program for the state fiscal year of 2020 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for THE APPLICANT, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by THE APPLICANT; and

WHEREAS, THE APPLICANT, has reviewed and approved the proposed balanced operating budgets, and funding sources of estimated federal funds $1,728,726, estimated state funds $1,365,296, estimated local funds $730,678, estimated farebox $377,000, and estimated other funds $46,900, with total estimated expenses of $4,248,600.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Mr. Mark Eisenbarth as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2020.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

COMMUNITY
TRANSPORTATION

REQUESTING DEPARTMENT
TRANSIT

COMMITTEE DATE
02/19/2019

BUDGETED
NON-BUDGETED
PARTIALLY BUDGETED

REQUESTOR SIGNATURE
ROBERT M. LUKENS

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The meeting room of the Louis A. McMurray Conference and Transportation Center has been made available for use by local non-profit organizations and governmental departments since the facility's opening in 2001. In 2003, County Board Policy 2003-431 was written to provide guidance to staff for the use of the room. This policy has worked well, but provides no mechanism for MATS to recover costs associated with maintenance, upkeep, or support of the facility. Staff is requesting Board consideration of the attached revised Facility Use Policy for the Louis A. McMurray Conference and Transportation Center. This policy implements a $50 half day charge, $100 full day charge, and $50/hour after hours charge for use of the room.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the revisions to the McMurray Facility Use Policy 2003-431, effective February 26, 2019.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS:

FINANCE & MANAGEMENT ANALYSIS:

CORPORATE COUNSEL ANALYSIS:

ADMINISTRATOR RECOMMENDATION:

Date

AGENDA DATE:
02/19/2019

AGENDA NO.:
TR19/02-09

BOARD DATE:
02/26/2019

PAGE NO.

Revised 2/12/19
COUNTY OF MUSKEGON
LOUIS A. MCMURRAY CONFERENCE AND TRANSPORTATION CENTER
FACILITY USE POLICY

The County of Muskegon is pleased to make the Conference Room of the Louis A. McMurray Conference and Transportation Center available for use to any non-profit group or governmental organization for special events, activities and meetings subject to the following terms and conditions:

1. The Public Facilities/Community Development Director or designee shall be the official County representative of the Louis A. McMurray Conference and Transportation Center and the person responsible for its use and administration.

2. The use of the conference room shall be available for a fee of $50 for a half day of 4 hours or less, or $100 for a full day of more than 4 hours, during the operating hours 7:00am to 7:00pm, during normal operating hours, which are 6:00 a.m. to 7:00 p.m., Monday through Friday. Special arrangements may be made for use of the room with prior approval between the hours of 7:00 p.m. and 11:00 p.m., Monday through Friday. Requests for room use must be presented two weeks in advance of requested use date. For use during non-operating hours, pre-payment at a rate of $25 per hour (minimum 4 hour charge) must be received at least 48 hours prior to event. Usage on County holidays may require a higher rate. A $50 damage deposit will be required of any user that is not a County Department. An additional damage deposit of $100 shall be required when County audio-visual equipment is used. Such deposits will be refundable upon satisfactory inspection of property and equipment following event. Damage deposit must also be received 48 hours in advance of event.

3. Only groups satisfying the following criteria shall be eligible to use the room:
   a. The group
i. Provides proof of their non-profit status under Federal or State law, or

ii. Two officers are prepared to attest that the groups has the primary purpose of benefiting the public through community-enhancing activities, and its membership is open to anyone sharing the group's same interests.

4. Food and beverage catering shall be permitted but shall be arranged by the user.

5. Gambling and smoking are prohibited on the premises. Light alcoholic beverages may be served subject to satisfaction of appropriate State or local [Muskegon Heights] permit or licensing requirements.

6. Use of the conference room for political fund raising is a prohibited activity.

7. The user shall be responsible for the set up of the room; however, the user may request that the County provide chairs and tables according to availability.

8. The user shall also be responsible for the clean-up of the room and shall properly dispose of all waste in appropriate containers; the room shall be returned in the same condition as it was received although routine housekeeping duties shall be performed by the County.

8.9. Use of the conference room is understood to be an incidental use of the Transit facility and, as such, user reservations may be cancelled with reasonable notice if the Community Development Director determines that the Conference Room is needed for a transit purpose.

9.10. The user agrees to exonerate, save harmless, protect and indemnify the County from and against any and all loss, damage and claims, suits or actions, judgments and costs, which may arise or grow out of any injury to, or death of any person or persons in or damage to property caused by, arising from, or in any manner connected with the exercise of any right or privilege granted or conferred hereby, whether sustained by the user or County, their representatives, agents or employees, or any other person or corporation which seeks to hold the County liable. In addition, County may require insurance where deemed appropriate.
IN WITNESS WHEREOF, this Use Policy has been approved by the Muskegon County Board of Commissioners on the 28th 26th day of October, 2003February, 2019.
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE TRANSPORTATION</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUESTING DEPARTMENT</td>
<td>COMMITTEE DATE</td>
<td>REQUESTOR SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>AIRPORT</td>
<td>02/19/2019</td>
<td>ROBERT M. LUKENS</td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)
The Airport is requesting Board approval to issue a Request for Proposals (RFP) to procure an integrated Parking Access and Revenue Control System (PARCS) including hardware and software for the Terminal Parking Lots to replace the existing system which has reached the end of its useful life cycle and is no longer supported by the manufacturer. This project was approved in the FY19 Capital Budget.

The Proposers will provide all necessary hardware, software, installation and related services for the Airport. The new PARCS will provide customers with an automated payment station located in the terminal and at the two (2) exit gates coinciding with a graphics program to assist customers. The Terminal has over 400 total spaces in long-term and short-term plus additional parking for employee and rental car agencies. The terminal is designed with one entry gate for the short-term lot, one entry gate for the long-term lot, and two exit gates for both lots.

Employees access the employee lot with a proximity access card. The employee parking lot has one entry and one exit gate; however, the Airport will explore eliminating this lot and have employees park in the long-term lot. The rental car lot does not currently have access gates nor does the vendor parking lot adjacent to the terminal; however, this may also be an option for this RFP as a bid alternate. This item will be discussed further at the pre-bid conference.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Airport's request to issue a Request for Proposals to procure a replacement Parking Access and Revenue Control System (PARCS) including hardware and software for the Terminal Parking Lots.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**

**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

[Signature]

Date

AGENDA DATE: 02/19/2019
AGENDA NO.: TR19/02-10
BOARD DATE: 02/28/2019
PAGE NO.
The Muskegon County Board of Commissioners invites your proposal for Terminal Parking Access and Revenue Control System (PARCS) for the Muskegon County Airport. A set of conditions and specifications/requirements are enclosed.

**Proposals are due in no later than 2:00 p.m., prevailing time, (DAY, DATE), to the Accounts Payable Office. Submittal Instructions are located in the Proposal Conditions/Instructions for Responders on page ##.**

The time of receipt shall be determined by the time clock stamp in the Accounts Payable Office. Respondents are responsible for ensuring that their proposals response is stamped by Finance Office personnel by the deadline indicated.

**No late bids will be accepted.**

Sincerely,

**Beth Dick**

Beth Dick, CPA  
Director of Finance/Assistant County Administrator

---

<table>
<thead>
<tr>
<th>Requesting Agency</th>
<th>Muskegon County Airport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solicitation Type</td>
<td>Request for Proposals</td>
</tr>
<tr>
<td>Solicitation Number</td>
<td>RFP 19-2338</td>
</tr>
<tr>
<td>Description</td>
<td>To procure a replacement Parking Access and Revenue Control System (PARCS) for the Terminal parking lots.</td>
</tr>
<tr>
<td>Date of Issuance</td>
<td></td>
</tr>
<tr>
<td>Date of Pre-Proposal Meeting</td>
<td></td>
</tr>
<tr>
<td>Location of Pre-Proposal Meeting</td>
<td></td>
</tr>
<tr>
<td>Deadline for questions</td>
<td></td>
</tr>
<tr>
<td>Response to questions issued</td>
<td></td>
</tr>
<tr>
<td>Proposal Deadline</td>
<td></td>
</tr>
<tr>
<td>Evaluation Process, Interviews, selection</td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

## Contents

| Page |
|------|--------------------------------------------------|
| 2    | TABLE OF CONTENTS                                 |
| 3    | PROPOSAL PACKET CHECKLIST                         |
| 4    | PROPOSAL CERTIFICATION/NON-COLLUSION AFFIDAVIT    |
| 4    | MINORITY VENDOR CERTIFICATIONS                    |
| 5    | PROPOSAL SUMMARY                                  |
| 6    | ADDENDA SUMMARY                                   |
| 7    | PROPOSAL SPECIFICATIONS                           |
| 32   | REFERENCES/WORK EXPERIENCE                       |
| 33   | CERT. REGARDING DEBARMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS |
| 34   | NON-DISCRIMINATION STATEMENT                     |
| 35   | W-9 FORM                                          |
| 36   | NO PROPOSAL RESPONSE FORM                        |
| 37   | PROPOSAL CONDITIONS/INSTRUCTIONS TO RESPONDERS    |
| 45   | INSURANCE REQUIREMENTS                            |
**PROPOSAL PACKET CHECKLIST**

This Proposal Packet Checklist is being provided as an aid to you in preparing your proposal response. However, the requirements of the Proposal Specifications supersede the Proposal Packet Checklist. It is the Respondent’s responsibility to review the Proposal Specifications in their entirety and submit all required items with their proposal response.

Please complete the required/requested forms below and check them off this list as you complete them. Return the completed forms to the Muskegon County Procurement Office with your proposal response.

<table>
<thead>
<tr>
<th>Complete</th>
<th>Not Applicable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☐</td>
<td>Proposal Invitation Cover Letter</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Proposal Certification/Non-Collusion Affidavit &amp; Minority Supplier Certifications</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Proposal Summary, Proposed Rates and Detailed Budget</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Addenda Summary (Failure to acknowledge all issued Addenda may be cause for rejection of proposal. Go to <a href="http://www.bidnetdirect.com/mitn/muskegon-county">www.bidnetdirect.com/mitn/muskegon-county</a> for Addenda.)</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Response to Proposal Specifications</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>References / Work Experience</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Debarment, Suspension and other Responsibility Matters</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Non-Discrimination Statement</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>No Proposal Response Form</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Insurance Certificate(s) – For Reference Only</td>
</tr>
</tbody>
</table>
PROPOSAL CERTIFICATION/NON-COLLUSION AFFIDAVIT

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, equipment, or service, that it meets or exceeds all specifications contained herein, and is in all respects fair and without collusion or fraud. The responder’s signature declares under penalty of perjury of the laws of the United States that the contractor submitting this proposal, its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal for the above project. I agree to abide by all conditions of this proposal and certify that I am authorized to sign for the vendor.

Proposal #: RFP 19-2338 Terminal Parking Access & Revenue Control System (PARCS)

Vendor: _________________________________________
Vendor Address: _________________________________________
Phone Number:  _________________________________________
Fax Number:  _________________________________________
Signature:  _________________________________________
Name Printed:  _________________________________________
Title:   _________________________________________
Date Signed:  _________________________________________
E-Mail:   _________________________________________
Website:  _________________________________________

MINORITY VENDOR CERTIFICATIONS

Please check all that apply:

The vendor represents that it ☐ IS ☐ IS NOT a woman or women-owned business.

The vendor represents that it ☐ IS ☐ IS NOT a minority-owned business.

The vendor represents that it ☐ IS ☐ IS NOT a disadvantaged business enterprise.

The contractor represents and warrants that the company meets the above and can provide supportive documentation upon request. Any lines left unchecked will be considered as if the “IS NOT” box has been checked.

Authorized Agent Signature ______________________________ Date

Authorized Agent Printed Name ______________________________
PROPOSAL SUMMARY

All costs (including labor, tools, equipment, materials, shipping, handling and all other costs) must be included in the total price. If there are any rebates or special qualifying programs please indicate their value and what must be done to qualify. The pricing information provided must be complete this includes any additional taxes, surcharges or other fees that may be passed on to the County on the invoices. The minimum time this bid will be in force is 90-Days.

Respondents are to submit prices on the lines (spaces) provided below. Every line (space) must contain a figure, zero (0), line (-) or “No Bid”. Failure to complete the proposal summary as stated above shall be cause for rejection of proposal. (Remember to double-check your addition, subtraction and multiplication.)

The County of Muskegon intends to award this Contract to the firm that it considers will provide the best overall program services. The County reserves the right to accept other than the lowest priced offer and to reject any Proposals that are not responsive to this request.

Proposers must quote firm, fixed, rate for all services identified in this request for proposal. No other cost will be accepted. This firm fixed rate will be the same for the initial contracted period.

- Pricing shall include any and all back office operational and/or management fees.
- Pricing shall include the cost to obtain or maintain all permits, certifications, and licenses that may be required to perform the contract.
- Pricing shall include a description of the maintenance needed for the system to operate over a ten (10) year life span.

Company Name: ___________________________________
Signature: ___________________________________
Printed Name: ___________________________________
## ADDENDA SUMMARY

Please initial below acknowledging receipt of any addenda (give number and date of each). If none were received, please indicate this as well.

<table>
<thead>
<tr>
<th>Addendum Number</th>
<th>Addendum Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name: ___________________________________
Printed Name:  ___________________________________
Signature:  ___________________________________

**NOTE:** Failure to acknowledge all issued Addenda may be cause for rejection of proposal. Go to [www.bidnetdirect.com/mitn/muskegon-county](http://www.bidnetdirect.com/mitn/muskegon-county) for Addenda
PROPOSAL SPECIFICATIONS

If there are any questions regarding the following specifications, please contact the Procurement Office at purchasing@co.muskegon.mi.us

Note: The County of Muskegon reserves the right to weigh each specification as to its importance to the needs of the department.

Muskegon County Airport Department
Terminal Parking Access and Revenue Control System (PARCS)

I. PURPOSE

The County of Muskegon (“County”) desires to procure a scalable web-based, Vendor-hosted solution for an integrated Parking Access and Revenue Control System (PARCS) including hardware and software (“System”) for Muskegon County Airport (“Airport”) Terminal Parking Lots.

The purpose of this Request for Proposals (RFP) is to solicit proposals from qualified Proposers to establish a contract for the provision of a PARCS that uses leading edge technology on an open architecture platform. For management reporting purposes, the System must provide a graphical display of the entire integrated operations displaying the status of current revenues earned, duration, car counts, system activities, error/fault messages, and other key operating functions and statistics.

The System should have the capability of processing and tracking long-term and short-term customer parking, rental car parking, and employee parking. The County prefers a System that accepts multiple payment options including those from mobile devices, electronic wallet solutions, and automated clearing house solutions.

II. SCOPE OF WORK/SPECIFICATIONS

Section 2.1 Scope of Work

The Proposers will provide all necessary PARCS hardware, software, installation and related services for the Airport. The scope of the required project shall include, but is not limited to, the design, development, installation, start up, programming, system testing, maintenance, staff training and documentation of the PARCS.

The new PARCS will provide customers with an automated payment station located in the terminal and at the two (2) exit gates coinciding with a graphics program to assist customers. The technical requirements for the project describe the system concepts, operational and technical requirements and various procedures for the design, development, programming, testing, installation and implementation of the access control credentials and fee collection equipment.

Section 2.2 Terminal Parking Lot Information

The Airport Terminal Parking Lot has over 400 total spaces in long-term and short-term plus additional parking for employee and rental car agencies. The terminal is designed with one entry gate for the short-term lot, one entry gate for the long-term lot, and two exit gates for both lots.

Employees access the employee lot with a proximity access card. The employee parking lot has one entry and one exit gate; however, the Airport will want to explore eliminating this lot and have employees park in the long-term lot. The rental car lot does not currently have access gates nor does the vendor parking lot adjacent to the terminal; however, these may also be an option for this RFP as a bid alternate. This item will be discussed further at the pre-bid conference.
III. SUBMISSION REQUIREMENTS

Section 3.1 Proposal Organization and Content
Firms responding to this RFP must provide all information requested in this RFP document to include the County’s PROPOSAL CONDITIONS/INSTRUCTION TO RESPONDERS (attached). The submission of a proposal serves as an acknowledgement and acceptance by the Contractor of all the terms and conditions set forth in this RFP.

The proposal must be limited to thirty (30) pages, single spaced, one-sided. They must contain a Title Page showing the Request for Proposal subject, the firm’s name; address, telephone number and email address of a contact person. In order to adequately evaluate the proposals, all Proposers should use the following format and shall be followed by a Table of Contents and the responses to the following request for information.

1. **Experience (20 Points)**
   Proposers shall provide a concise description of their work experiences as it relates to the scope of work outlined herein. Said description should include, but not be limited to:
   
   a. Proposer’s established experience record in providing comparable services.
   
   b. Number of years the Proposer has been providing these types of services;
   
   c. A minimum of three (3) recent references for which the Proposer has provided services comparable to those described in this RFP.

   The County reserves the right to contact additional references it deems appropriate when evaluating the Proposer’s proposal. The County may conduct other reference checks with persons whose names have not been provided by the Proposer, but that the County has knowledge. The County may use references to obtain additional information, break tie scores, or verify any information needed. The County may check additional references to determine if references provided by the Proposer are supportive of the Proposer’s ability to comply with the requirements of this RFP. Failure to provide complete and accurate information in a proposal may be cause for rejection.

   d. Proposer shall show proof it is able to provide on-site emergency service and repair within a maximum of seventy-two (72) hours from notification.

   e. The Proposer shall verify and show proof it is an authorized manufacturer’s representative for the equipment it is proposing to supply under this contract. Proposer must also show proof it maintains local or regional authorized factory trained service personnel available to provide installation and service support for this contract as required.

   f. All Contractor personnel shall be fully qualified and trained. Resumes of staff to be assigned to the project may be used.

   g. Proposers shall submit a list of sub-contractors and the local or regional distributor, identifying the nature of work that shall be performed pursuant to this contract and their qualifications, if applicable.

2. **Capability and Skills (20 Points)**
   Proposer shall provide a description of the qualifications and skills of the organization and personnel responsible for performance of the services. Such description shall, at a minimum, include the following:

   a. A description of the Proposer’s company history and current operating characteristics to include the number of years in business, ownership, number of employees, organizational
chart, geographic coverage area, etc.

b. A description of the Proposer’s financial stability and other resources that adequately ensures the delivery of acceptable services to the County. The Proposer shall indicate the type of organization they represent, i.e. individual, partnership or corporation. If the Offeror represents a corporation or partnership, the names of the President, Vice-President, Secretary, Treasurer and all principals or partners shall be listed.

c. A listing of the personnel that will be assigned to the project along with a summary of their qualifications and specific responsibilities for the project.

3. **Technical Requirements (20 Points)**
   Proposers should ensure that its Web-based PARCS and all associated software platforms meet the requirements as set forth in the **Scope of Work found in Appendix A**.

4. **Services to be Provided (20 Points)**
   Proposers should provide a description outlining the services to be performed. Such description should, at a minimum, provide the following information:
   
a. Proposer’s understanding of the project.
   b. Overall project plan.
   c. The manner in which the Proposer proposes to meet each provision stipulated in the Scope of Work section of this RFP.
   d. Listing of all major tasks to be performed by the Proposer and the deliverable products associated with each task.
   e. Listing of the individual products to be provided.
   f. Time schedule associated with the completion of each task.
   g. List of any exceptions taken to the provisions of this RFP.
   h. List of any additional value added items recommended by the Proposer.

5. **Price (15 Points)**
   Proposer shall provide a detailed description of the total cost to perform the services to include both the installation of the new system, the preventative maintenance program and call-out services requests.

6. **Value Added Items (5 Points)**
   Provide a detailed list of value added items the respondent can offer that would enhance the system or services provided to the County such as sample management reports, sample communications materials, product brochures, and product instructional videos.

7. **Additional Information (0 Points)**
   Provide all required Proposal forms
   a. Proposal Certification / Non-Collusion Affidavit & Minority Supplier Certification
   b. Addenda Summary
   c. Reference Worksheet
   d. Debarment, Suspension and other Responsibility Matters
   e. Non-Discrimination Statement
   f. W-9 Form

**IV. EVALUATION AND SELECTION CRITERIA**

*Section 4.1 Evaluation Criteria*
A Selection Review Committee (Committee) will evaluate the proposals received. For the purpose of scoring proposals, each Committee member will evaluate each proposal in accordance with the criteria listed in each Section. The Committee may seek the assistance of outside expertise,
including, but not limited to, technical advisors.

The choice regarding how or when to proceed, the need for additional clarifications, decisions to begin or terminate negotiations, determination of a reasonable time, decisions to open negotiations with a lower scoring Proposer, and any decision that a solicitation should be cancelled are all within the sole discretion of the County.

All communications shall be through the County Purchasing Officer referenced in the RFP. Communication with members of the evaluation committee, other County staff, or elected County officials for the purpose of unfairly influencing the outcome of this RFP may be cause for the Proposer’s proposal to be rejected and disqualified from further consideration.

Section 4.2 Evaluation Process
The proposal evaluation process consists of several of Evaluation Levels that will lead to the identification of a finalist. Each proposal will be evaluated in accordance with the following evaluation criteria and minimum qualifications.

Proposal responses meeting the RFP mandatory minimum requirements in Sections 4 and 5, and all other responsiveness requirements found in this RFP, will be further evaluated as part the Written Evaluation. One hundred (100) possible points are available at Written Evaluation.

This step consists of a detailed review of the written proposal responses as follows:

<table>
<thead>
<tr>
<th>Written Evaluation Criteria</th>
<th>Criteria</th>
<th>Maximum Possible Written</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Letter</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>2. Firm Experience (includes references)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>3. Capability and Skills</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4. Technical Requirements</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>5. Services to be Provided</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>6. Price; Value Added Items</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

The Committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The Committee shall review each proposal and rank each Proposer’s evaluation criteria as stated in this RFP and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the Committee will give further consideration to all responsive proposals received.

Section 4.3 Oral Presentation Scoring
If oral interviews, demonstrations or presentations are determined to be necessary, this next step will consist of oral presentations and further clarification of the Proposer’s response. The County shall select the top two (2) finalists deemed to be fully qualified and best suited among those submitting proposals. Each finalist will be required to provide an oral presentation and demonstration of the proposed solution. If necessary, the committee will then conduct discussions, for clarification purposes only, with the finalists and re-score and re-rank the finalists’ proposals.

Proposers invited to participate shall be given additional information regarding the County’s desired content a reasonable time before the scheduled oral presentations/demonstrations are held.

Following completion of the Oral Presentation, each Proposer’s written and oral presentation scores will be added to determine their Total Overall Score. The highest scoring Proposal, based on their Total Overall Score, may be identified as the recommended Contractor. After all evaluation
requirements are met, the evaluation committee will make a recommendation to the County Board for award of a contract, subject to Board approval.

All costs associated with the oral presentations, in-house and field evaluation will be the sole responsibility of the Proposer.

The County reserves the right to require a Proposer to submit any evidence of its qualifications as the County deems necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The County reserves the right to request additional clarifying information and request additional oral presentations from any and all Proposers prior to determination of award.

The County reserves the right to award the contract to that Proposer who will best serve the interest of the County. The County reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The County also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

V. TECHNICAL PROPOSAL CONSIDERATIONS

The Technical Specifications document is to be used as a general guide and is not intended to be a complete list of work necessary to complete the project. Proposers should study the following Categories to ensure complete understanding of equipment and services required. The Proposer shall describe the services proposed by your firm and your implementation plan for this contract that will provide maximum capability and benefit to the Airport.

**Section 5.1 Documentation**
Contractor shall provide the County with three (3) sets of printed hardware and software documentation and manuals with system delivery and an electronic copy in .PDF format as required by PROPOSAL CONDITIONS/INSTRUCTIONS TO RESPONDERS, ITEM 1. Proposal Submittals.

**Section 5.2 Equipment Warranty/Extended Maintenance**
Proposer shall include a three-year initial warranty on parts and materials, labor and incidentals for the Integrated PARCS system.

Airport Maintenance will be the first line of maintenance to investigate and troubleshoot concerns with the equipment. If Airport Maintenance is not able to correct the problem, the vendor shall provide on-site services within a maximum of seventy-two (72) hours of being informed. Proposer shall include a copy of the standard maintenance agreement as a part of the RFP response. Such agreement shall be subject to County review, modification, and acceptance.
APPENDIX A: SCOPE OF WORK REQUIREMENTS

General Performance Specifications:

The County is issuing this request for proposals for the procurement of an Integrated PARCS for the airport terminal parking lots and expects this system will increase overall parking efficiency, system productivity, and enhances customer service.

The new system will replace the existing Enterprise Facility Management System (EFMS). The Work of this Section shall include furnishing all material, equipment, and labor to install in place a fully operating Parking Access and Revenue Control System (PARCS) as specified herein.

Included will be the supply, delivery, unloading, setting, anchoring, electrical and control wiring installation, electrical and control wiring termination, start up and testing the system, and all associated equipment. Also included shall be on-site training for County staff as described further in this RFP.

The PARCS shall have the following requirements and features.

1. The PARCS shall include all hardware, software, licenses, installation, training and support services shall be provided for the terminal parking lots previously discussed. The Proposer shall be responsible for identifying existing and needed infrastructure, locating existing and future equipment, PARCS design, installation, power and communication cables, connection, termination, commissioning, training and all related elements to provide a fully operational PARCS system.

2. In the bid response, include a list of equipment and related hardware, software, licenses, infrastructure and all related items for each lane.

3. The Proposer shall host the system and provide all needed infrastructure, servers, equipment, communication network, and other elements, at the Airport Administration office, to provide an operational parking system. The system will not reside on County’s network.

4. The PARCS system shall be remotely managed using a fiber optics, Ethernet, or other communication system acceptable to the County.

5. The PARCS shall be able to operate in the following modes:
   a. Pay at exit – Standard mode
   b. Pay on entry – Special event mode
   c. Pay on foot (in terminal or near exit from terminal)
   d. Other modes suggested by the PARCS Proposer

6. The PARCS shall offer leading edge parking solutions for the following users and/or type of parking:
   a. Transient customers - with and without validation
   b. Special event parking

7. The PARCS shall offer as many vehicular entry options as possible that are suitable and applicable to the parking users and type of parking. The vehicular entry should offer the following options but not limited to:
a. Ticket-less options including:
   i. Geo-fence
   ii. Other ticket-less options
   iii. RFID token
b. Pulling a paper ticket
c. Credit card-in
d. Frequent customers using smart phone/cellular technology
e. Frequent customer program using geo-fence
f. Other options offered by Proposers.

8. The system shall provide County staff to remotely access (via internet) all functions and data. The County staff will use desktop computers, laptop computers, tablets, and smart phones to access the PARCS.

9. The system shall offer smart phone parking applications that may be used for ingress/egress and payment onsite.

10. The system shall eliminate or minimize open paper tickets. Therefore, the system shall track and generate electronic trails of each transaction and vehicular ingress and egress for management and audit purposes.

11. The Proposer shall provide system security, upgrades, maintenance, and managing access controls. The County’s Information Services (IS) shall control and manage access control rights. Segregation of duties from Airport staff must be an integral internal control so that a single individual cannot have access to divert resources.

12. The County prefers “open IT architecture” and equipment agnostic approach that allows future scalability and flexibility.

13. The preferred PARCS shall have hardware modules that are easily replaceable and/or repaired. The Proposer shall provide spare hardware modules to the County. In case of failure or maintenance, the County staff shall replace those modules and send them to the Proposer for repair or replacement.

14. All field equipment and components shall be weather resistant to all climates and designed to be fully protected for the specific weather conditions experienced in Muskegon, MI. It is the Contractor’s responsibility to provide all climate and ambient control devices to maintain operating functionality during the worst weather spectrums provided below:

   a. Ambient Temperatures: -10°F to 140°F (with addition of solar loading)
   b. Humidity: 0% to 98% (non-condensing)
   c. Rain: Blowing Rain & Snow with 100 mph gusts
   d. Dust: Blowing dust and fine particles

15. PARCS software shall be user-friendly and dashboard based. The system shall be designed to provide various standard and custom dashboards for appropriate uses and data manipulations.

16. The PARCS software shall provide County staff levels of access rights to generate and format custom reports. Below are the minimum revenue reports required for the PARCS
system. The PARCS must be able to generate/query reports which can be set by the administrative users. Please include samples and/or screen shots of all reports in Proposals.

a. Daily Revenue Report
b. Transaction Report
c. Daily lane report
d. Active access card holder report
e. Card transaction report by date
f. Credit card report
   i. By Credit Card type
   ii. By Device
g. Validation report
h. Non resettable totals
   i. Cash report
   ii. Transaction report
   iii. Validation report
i. Count statistics report
j. Duration of stay report with ability to breakdown by 30-minute increments
k. Entry/exit report by customer type
l. Parking Fee Report
m. General Totals Report
n. Reconciliation
o. End of month closing
p. Other reports the Proposer thinks would be useful to the Airport

17. The system shall offer ease of programming changes related to parking management, operations, and types of users and a dynamic pricing structure that can be changed remotely by County staff on an as-needed basis.

18. The system shall log and track rate changes and major activities so that audit reports can show when and by whom changes were made.

19. The payment system must be PCI-DSS, MasterCard, and Visa (EMV) compliant. The payment system shall also stay compliant with future PCI-DSS changes and the Proposer shall provide this assurance in writing.

20. The County requires credit card readers be capable of reading mag stripe products and will require integration infrastructure for NFC cards and EMV smart card with chip and pin technology.

21. The system shall include a robust alarm management system. Alarms with visual graphics and appropriate messages shall be provided on computer screens, tablets, and smart phones about all system/equipment failures and customer related issues. After issues are addressed or fixed, alarms should be remotely reset.

22. All equipment shall generate real-time alarms and status reports for maintenance needs, reporting by text messages, and/or e-mails to designated County staff.

23. The system shall provide remote management of entry/exit lane equipment including payment devices and allow for designated staff to remotely open an exit gate to allow vehicles to exit in the event of a system problem when staff is not present at the airport.
24. The system shall track parking occupancy counts in the various parking areas and display vacancy counts in the software platform.

25. The system shall have the ability to issue, recognize, and track discount coupons that may be offered to frequent customers.

26. Credit card types accepted by the PARCS shall including, but not limited to Visa, MasterCard, American Express, Discover, and preferably all major E-wallet systems including Apple-Pay, Samsung Pay and/or Google Wallet, and debit cards.

27. All parking equipment shall be hardwired via cellular network and connected to the PARCS. Two-way communications shall be used to monitor equipment status, payments, and usage while also provide remote diagnostics and change settings remotely (e.g., pricing or out of service notifications).

28. The Proposer shall provide the complete installation of all hardware and software including site preparation, foundations, communication and power conduits and cables, and hard and soft connections.

29. The successful Proposer shall test and initiate the system and other implementation measures before the County will start system acceptance tests.

30. The acceptance period will consist of a minimum of thirty (30) consecutive calendar days, twenty-four (24) hours per day, following “go live” on the new System.

31. During the acceptance period, the System must remain fully operational, must operate without failure, and must operate in conformance with the County’s functional business requirements.

32. If the System fails to meet any of the criteria above, the County shall notify the Proposer of such failure and the acceptance period starts over on the first workday following the correction and completion of testing of the failure.

33. The County will notify the Contractor in writing of the acceptance of the System if:
   a. The performance standard is attained for the duration of the acceptance period
   b. All training has been completed
   c. All documentation and other deliverables have been received
   d. And other items which will be defined in detail during the contract negotiation phase

34. Unless approved in advance by the County, primary PARCS equipment including ticket issuing machines, barrier gates, payment terminals, card readers and lane controllers must be supplied by a single equipment manufacturer to assure quality control, reliability, uniform compatibility and one source service responsibility. Revenue control software may be provided by a secondary source so long as that software has been used, in its current configuration, with the parking control equipment for a minimum of five (5) years at similar parking facilities and under conditions acceptable to the County as proof of established and successful system interface.

35. All equipment shall be factory finished with proper priming and powder coat finish to suit the environment in which it is to be installed. Final color will be determined and selected by the
County. All equipment enclosures shall be properly gasketed and sealed for weather tight integrity.

**AUTOMATED PAY-ON-FOOT EQUIPMENT (POF)**

A single Automated Payment Station shall provide in the Airport Terminal with the following components and capabilities:

1. The POF Station will meet all ADA-AG operating requirements. The POF Station will accept payment by cash (notes), credit card, debit card, QR barcode device, and integrated chip & pin reader. Credit card types accepted by the PARCS shall including, but not limited to Visa, MasterCard, American Express, Discover, and preferably all major E-wallet systems including Apple-Pay, Samsung Pay and/or Google Wallet, and debit cards.

2. Front access door with appropriate 5 point tamper-resistant locking system (each Automated Payment Station shall be keyed to the same lock) and provide alarm contacts upon entry.

3. POF Station will accept notes and escrow One, Five, Ten, and Twenty Dollar denominations in any sequence during the transaction. The note acceptor will reject from escrow all damaged notes and shall store all approved incoming notes into the vault.

4. POF Station shall dispense change in both coin and notes. An integral Note to Note dispenser will contain separate vaults for note storage and will dispense as change back when required. Each denomination will have separate vaults for reloading and real-time management.

5. POF Station shall accept validation coupons or other credential for payment of parking fee.

6. Push-button VOIP intercom integrated into the face of the Pay Station.

7. Utilize intuitive visual interface monitor/screen with pictographs to assist the customer through the payment process visual and audio voice annunciation instructions for customers to understand the sequence of events to complete a payment transaction.

8. All static text shall be in English with universal icons and graphics. Colors for the pay stations, all text, and graphics shall be configurable and approved by the County prior to manufacturing.

9. Integrated and on-line within PARCS utilizing TCP/IP.

10. Utilizes single-slot technology for ticket and credit card insertion and reading to allow inserted cards to be read in all four directions. Provide LED-illuminated ticket slot.

11. Capable of processing parking fee payments using multiple forms of payment, e.g., any combination of credit card payment, coupon, and validation.

12. Capable of completing on-line, real-time credit card authorization as well as storing offline credit card transactions for uploaded upon re-establishment of communications.

13. Permit the County to change the grace time (the number of minutes between the time a ticket is paid and the time a driver exits with vehicle through exit lane).
14. Log when a cabinet has been opened or closed; password entry required to allow software access; date and time recorded in real-time on the Event Log.

15. System must automatically adjust to daylight savings time.

16. Receipt generation - Upon successful payment, print a receipt that includes:

   a. Airport Terminal address
   b. Main Airport phone number
   c. Receipt #/Transaction #
   d. Pay station identification number
   e. Date and Time entered
   f. Date and Time paid
   g. Length of stay
   h. Parking fee
   i. Total amount
   j. Validation Amount
   k. Method of payment
   l. Credit card type and last 4 digits of credit card #
   m. Amount paid
   n. Change Due
   o. The customer shall have the option to request to print a receipt. The configurable timeout function for receipt request shall be initially set for 20 seconds or until the next ticket is inserted.
   p. Receipt Stock Low alarm generated

17. As part of their Proposal Response, the Contractor shall submit shop drawings/cut sheets of proposed Automated Payment Stations.

EXIT STATIONS (CREDIT CARD STATION)

The two (2) vehicle exit stations will meet the requirements listed above for the POF station with the exception that cash will not be accepted at the exit gates.

BARRIER GATES

1. Barrier Gates shall be UL Approved and labeled on the exterior of the cabinet.

2. Barrier Gate shall display on the exterior of the cabinet a Model Plate indicating the manufacturer's name, address, model number, serial number, main power supply, secondary power supply ratings, and amperage ratings.

3. The Barrier gate shall provide an effective to one-way vehicles in the entrance and exit lanes. The barrier arm shall retract quickly in a vertical plane on a command signal from the Entry Station - ticket dispenser, Exit Station, card reader, or detector loop depending on location, and return to the lower position upon a signal from a detector ("closing loop") located beyond the gate arm. Electronic sensor switches or variable motor measurement is preferred over mechanical limit switches to control the up and down stopping points of the barrier gate arm.
4. Barrier Gates may be on-line to the central computer and shall be capable of responding to remote "Raise", "Lower", "Open Lane" and "Close Lane" commands through a network device from the central computer. A real-time status condition is required for all barrier gates.

5. Barrier Gates shall transmit status messages to the central computer to indicate "UP" and "DOWN" status and gate malfunction or alarm condition.

6. The unit shall include a 10-foot arm of reflective construction. The barrier arm shall be a breakaway design that can be easily be replaced when broken. The height of the gate arm shall be approximately 36 inches from drive level in the DOWN position. Provide and install articulating gate arms where required by low ceiling height.

7. Each Barrier Gate shall be installed with an audible alarm and a visual warning beacon to warn of the moving gate arm.

8. The Barrier Gate shall remain in the up position so long as a presence is detected on the closing loop.

9. The Barrier Gate arm shall have a down strike safety feature. This feature provides that should any object be struck by the gate arm during its descent, the arm shall immediately reverse and return to the UP position without damage, and remain up from 2 to 6 seconds, until automatically reset by an internal variable control. The sensory function shall be initiated by sensing the internal mechanical action. The external mounting of tubes, wiring, and electrical devices on the gate arm shall not be acceptable.

10. The Barrier Gate arm shall return to the down position after a programmable period of time if vehicle passage through the gate is not completed and there is no vehicle presence on any detector loops in the lane.

11. If a Barrier Gate remains in the up position when there are no vehicles detected on the lane loops, the gate shall send an alarm signal to the central computer.

12. If an entry Barrier Gate remains in the up position for more than sixty (60) seconds without completing a vehicle entry sequence, the gate shall send an alarm signal to the central computer.

13. The Barrier gate must allow airport staff to remotely open the gates using key fob or other means.

WIRELESS DATA AND MANAGEMENT SYSTEM CAPABILITIES

1. The system shall remotely communicate with all devices in real-time for a general broadcast of information or software update or communicate to a single device to upload information or software. Broadcasting information such as rate changes shall be in real-time to all field devices. The system must allow for specific dates and times to be programmed for changes to occur. The system shall include the functionality to remotely shutdown a field device’s operating system, upload updates, and remotely restart the field device.

2. System shall generate alarms for any user selectable event type. Alarm hierarchy shall be configurable so that the County can adjust priority of alarms, audible tones, where the
alarms are sent, etc. Initial alarm hierarchy shall be coordinated with the County during implementation.

3. Management system shall be a web-based system accessible via desktop computer, laptop computer, or handheld wireless devices to authorized personnel. No additional software other than an internet browser shall be required for management to access and fully use the PARCS and its components. The Proposer shall provide access to the hardware and software management system by authorized users 24/7 over the web. Proposers shall list and provide all equipment and software necessary for the County to operate software systems including desktops, laptops, and handheld devices which the County would need at the time of installation. Access rights to the system for County staff and others shall be defined during implementation. Proposer shall identify the ongoing and annual costs associated with the PARCS in their proposal.

4. The PARCS server shall be maintained by the Proposer. All needed software, malware, adware, system updates, and patches shall be provided installed and County staff be trained by the Proposer. This server shall not be connected with County’s computer network.

5. All field equipment, office equipment, and access from tablets and smart phones shall operate from the same PARCS management software.

6. PARCS shall provide role-based access control using the principle of least privilege for all system functions including system administration and security administration.

7. PARCS shall provide a variety of reports to include financial, technical, and administrative functions via a single web-portal.

8. PARCS shall export all query results to multiple formats including comma-separated value, Microsoft Excel, Microsoft Access, Adobe Acrobat (.PDF), etc.

9. The Proposer shall install, configure, and maintain all application software and firmware required by the PARCS. All software licenses shall be registered to the Proposer and the County will not accept any software license terms and conditions.

10. The PARCS shall automatically detect and report fault conditions through the management system. The system shall perform a self-check on a routine basis and provide notification for fault conditions and equipment failure and maintenance.

11. The system shall monitor and report status of all hardware, software, and communications links.

12. Industry standard software shall be utilized. Each such software shall be identified in the Proposer’s proposal. The Proposer’s proposal shall state the purpose of each software program, where it will be used, and how it will be used. If one software application is required to interface with another software platform, the interface shall be documented and supported by flowcharts or block diagrams as appropriate. The Proposer shall advise the County if the software used in the system will be customized or “off the shelf” software, and shall describe the method of obtaining further software updates/upgrades or modifications.

13. Application software shall be written in a standard, industry-accepted computer language
such as Java, C++, Visual Basic, etc. The Proposer shall identify the version of software that will be used in their proposed system.

VEHICLE DETECTION LOOPS AND VEHICLE DETECTORS

1. The County currently has vehicle detection loops in all of its parking lot exit gates. The Proposer should ensure that detectors shall be installed for exit stations and barrier gates and any other device that requires loop detection input to function as a complete system. Regardless of quantities detailed in this RFP, a sufficient number of detectors shall be installed to provide the directional logic necessary to the equipment functions described in this RFP.

2. The parking equipment detector loops installed by Contractor shall be complete and terminated at the vehicle detectors without breaks or splices.

3. Contractor shall be responsible for complete installation of the embedded loops, including required saw-cuts.

4. Approved loop sealant must be used in order to provide weather and moisture protection for the loops.

5. Contractor shall use care and diligence in making saw-cuts to avoid contact with, or exposure of, embedded concrete reinforcement or cabling.

6. Contractor shall use care and diligence in locating embedded loops so as to avoid interference from other metal objects. Contractor shall repair any damage to concrete curbs or islands resulting from the installation.

INTERCOM SYSTEM

1. The Contractor shall provide a turn-key IP intercom system that consists of two host intercom stations and an integrated microphone and speaker in each Entry Station, Exit Station, and Automated Pay-on-Foot Station.

2. The intercom shall be a push-button intercom such that in the event a customer needs assistance while stopped in a lane, the button can be pushed and a connection established between the field location and any host intercom station.

3. The intercom system shall utilize VOIP.

4. The intercom communications shall be directed to the County phone system located in the Airport Administration Office with roll over capabilities to an airport duty cellphone as designated by the County.

5. Once activated, two-way communication shall be possible and the intercom line remains open until the parking staff member terminates the call.

6. It shall be possible that if one intercom is open, and a second call comes in, County staff shall be able to place the first call on hold and answer the second call.
EMV AND NFS CREDIT CARD READER CONVERSIONS

1. The reference to credit card readers for use within the PARCS RFP refers to traditional mag stripe credit card acceptance in use today and EMV readers.

2. It is paramount to the County that the Contractor provides the replacement hardware, software and all technology requirements, including maintaining PCI-DSS Compliance, for all future use, implementation, installation, and PARCS interface of EMV (Chip & Pin) and NFC Payment acceptance devices.

3. The Contractor must also recertify pursuant to PCI Compliance for all payments and all parking applications at the Entry POF Payment Station, and Exit Stations for all methods of credit card payments.

CREDIT CARD PAYMENTS AND COMPLIANCE QUESTIONS

1. Describe in detail and provide a flowchart of the entire credit card process including all third party appliances and software.

2. Is the process for credit card processing PCI DSS and/or PA-DSS compliant? Describe your cardholder processing systems’ Payment Card Industry (PCI) Payment Application.

3. Does the implementation, including any required auxiliary servers, store the card holder PAN on hosted servers for any length of time at any time during the credit card payment process?

4. Please provide information on where the County can verify your application and/or payment gateway compliance - on the PCI Standards validated payment applications list or on the Visa’s Global Registry of Service Providers – PCI DSS Validated Entities compliance list.

5. The mobile web application or native application will provide user the ability to pay via their mobile device. Respondents must specify how the application will meet PCI compliance for payments.

6. Describe in detail and provide a flowchart on how the credit card payment is relayed in the system that you are proposing from the handheld devices in remote locations to the PARC system.

UNINTERRUPTABLE POWER SUPPLY (UPS)

1. On-line, solid state UPS shall provide both backup power and transient surge protection. The Contractor shall be responsible for providing the UPS backup requirements for each of the locations where UPS backup is required, based upon the equipment that is actually being supplied by the Contractor. The County shall review and approve the UPS units to be provided by the Contractor. The Contractor shall test all UPS system components during the Site Acceptance Tests for each parking lane/facility. The UPS shall be sized with a 20% spare capacity minimum.

2. The UPS shall consist of a power module, storage battery and a battery disconnect switch.

3. All UPS units shall be SNMP compatible to provide automated notification when battery power is activated or the battery levels become critically low. At a minimum, the monitoring
software shall display the operational status of each UPS unit (line/battery, online/offline) and generate alarms in the event the UPS unit's battery power is activated, becomes low or is completely exhausted.

4. As part of their Proposal, the Contractor shall submit shop drawings of all proposed UPS devices and UPS monitoring software. Included in the UPS shop drawings shall be the manufacturer’s recommended battery refresh cycle.

**TRAINING**

1. Provide on-site instruction to County staff. Specific allocation of training time to be determined between the County and the Proposer.

2. The Proposer shall train and certify up to ten (10) County staff on software and operational system. The training and certification shall include identifying and fixing minor hardware maintenance and operational issues. The appropriate duration of training shall be determined by the Proposer. All software modifications and maintenance shall be performed by the Proposer.

3. The successful Proposer shall provide robust training and certification programs for County staff to operate the PARCS (software and hardware). The initial system and operational training shall be offered on site at the Airport before the system acceptance tests are initiated. Additional training may be offered at the County IS Department, the Airport, via webinar, videos, and/or on-line training. The type and locations of training may vary based on training level and personnel being trained. The Proposers shall identify in their proposals various training programs, types, and locations for various staffing levels.

4. Provide an additional of on-site training, in any area, at the County’s request, during the first twelve (12) months after system start-up.

5. Refresher courses, as needed, shall be offered on predefined schedules and/or at County's requests. The refresher courses shall be offered in the County of Muskegon. The Proposers shall identify the frequency and duration of each refresher course.

6. The Proposer shall provide training on an individual basis or in a group setting as approved by County for the operation and maintenance of the PARCS (hardware and software). The Proposer shall provide a training program for technicians and staff responsible for:

   a. Installation, start up, and maintenance/repair of each equipment.
   b. Programming rates, access controls, etc. through the PARCS software.
   c. Monitoring the system and equipment, generating reports and internal auditing.
   d. Other related elements.

7. The Proposer shall provide draft training manuals for review by the County for each type of personnel to be trained (auditor, supervisor, administrative service, etc.) of the training content and provide training schedule for both software and hardware within forty-five (45) days prior to the scheduled training.

8. The Proposer shall provide three (3) hard and one electronic copies of the systems' operating manual in English with detail, step-by-step instructions on how to use the system. The manual shall also provide instructions for system installation and maintenance (complete with wiring diagrams and specifications). These manuals shall be provided at the
time the system and components are delivered.

IMPLEMENTATION SPECIFICATIONS

1. The successful Proposer shall provide a detailed transition and implementation plan to include but not be limited to system development time, project milestones, system installation, testing, training, and system startup.

2. The implementation plan shall also include software and hardware testing phase. The schedule shall include fixing any issues or “bugs” that may be identified and retesting the system after the issues are fixed.

3. Provide qualified staff that shall assist, consult, install, train and oversee the system implementation.

4. Upon award of the RFP, signing of the contract and within ten (10) days of receipt of the executed contract, the successful Contractor shall provide a complete project timeline to the County.

5. Provide on-site and web based technical services and on-site consultation.

6. Assist in the development of reports prior to implementation.

7. Provide an on-site support member during the launch of the new software to help and monitor any issues that may come up.

ONGOING TECHNICAL SUPPORT

1. The Proposer shall provide ongoing management service contract for maintenance of all hardware, software, equipment, servers, hard and soft connections, communication network, and other elements. The Proposers shall identify the costs of management service contract on a yearly basis.

2. The Proposers shall identify life expectancy of each piece of equipment, hardware, software and other elements and provide a recommended replacement lifecycle plan for each item/element under normal usage.

3. The Proposer shall provide a point of contact that is able to be reached Monday through Friday during normal operating hours (8 am to 5 pm), Eastern Time. The Proposer shall also provide a point of contact for after hour requests, weekends, and holidays.

4. Within four (4) hours, the Proposer shall address issues that can be fixed through remote internet access.

5. The Proposer shall send a technician within seventy-two (72) hours if a technician needs to be onsite to address the issue, including weekends and holidays. Addressing or fixing issues via internet will be acceptable.

6. The Proposer shall provide to the County, a regular and preventive maintenance schedule to ensure optimal system performance.
DISASTER RECOVERY PLAN

1. The final documentation shall include a disaster recovery plan. The plan shall provide the step-by-step procedures for disaster recovery for each point of failure. These procedures shall be comprehensive.

2. The first steps shall be in diagnostics. The remaining steps shall provide procedure for resolution in order to bring the system back to full operational status.

3. Should disaster occur immediately following, or as a result of, a patch or software update the disaster recovery plan shall return the system to the software version in effect prior to the patch or update being applied.

4. Points of failure shall include each component and sub-components in complex units, such as servers.

5. The disaster recovery plan shall include requirements for and location of spares.

PARCS MAINTENANCE CONSIDERATIONS

Proposers shall provide the County with complete PARCS support to comply with the system availability and reliability requirements defined herein. The service coverage for hardware covered by the maintenance contract is twenty-four (24) hours per day, seven (7) days per week, three hundred sixty-five (365) days per year.

Contractor-certified technicians shall provide total system support. Access to a Contractor-certified technician includes contact by telephone, e-mail, and online problem reporting tools and on-site as needed to provide the levels of support defined within the Contract.

The Contractor shall furnish all labor, materials, equipment, travel, supplies, parts, supervision, warning signs, other safety devices, and all other things necessary or proper for, or incidental to, such maintenance required to maintain and repair all PARCS hardware installed as part of this project, as well as all PARCS hardware, for the new systems during the term of the maintenance portion of this Contract. The scope of the maintenance work includes Preventive Maintenance and Remedial Services Maintenance. The maintenance program shall be performed to keep the PARCS operating in a proper, safe, and efficient operating condition. Repairs and/or replacements shall be performed in accordance with the manufacturers written instructions.

The program shall consist of three parts:

a. Preventative Maintenance of the PARCS, as described below
b. Remedial Maintenance of the PARCS, which consists of service calls from operations personnel and/or County personnel regarding components of the system not working as in accordance with the Contract regardless of the cause.
c. Software Maintenance of the PARCS, which consists of maintaining all software furnished, installed and used by the Contractor as described below:

Preventative Maintenance

1. The maintenance services to be provided by the Contractor include maintenance for the
PARCS hardware and software components used for the County’s parking operations, and the subsystems. The services proposed by the Contractor shall also cover any additional subsystems that are installed by the Contractor as part of this project.

2. As part of the response to this RFP, the Contractor will propose a preventative maintenance schedule of the necessary Preventive Maintenance Tasks for the PARCS. Scheduled preventive maintenance shall include, but not be limited to, inspection, testing, cleaning, lubricating, painting, adjustment, repairs, the replacement of field installable parts, including external cabinets, that are approaching unserviceable status, and all actions necessary to prevent system failures and extend the PARCS useful life.

Remedial Maintenance
Remedial Maintenance of the PARCS shall consist of service calls from County personnel regarding components of the system not working as designed, regardless of the cause.

1. Upon request, the Contractor will be required to perform analysis and diagnosis of problems and other issues with all PARCS software. In the course of discharging this responsibility, the Contractor shall engage the assistance of the manufacturer to resolve issues related to software problems when necessary and where appropriate. On an “as needed” basis, the Contractor will be required to provide the County with technical support and respond to questions with respect to any equipment and software system.

System Updates

1. System updates shall consist of all actions necessary to incorporate hardware and software updates in the PARCS to ensure performance to original Specifications. Maintaining the System to keep it up to date shall be included in software license costs. Contractor shall provide error correction, updates and third party software only after obtaining the written approval of the County. Vendor supplied documentation of updates to reflect these software changes shall be submitted within fourteen (14) days of completion of said software updates. Contractor shall also make new releases of third party software available to the County at the County’s option and expense.

2. The Contractor shall provide System Updates services on a basis that ensures that the system software, including all third party software, shall be the manufacturer’s “current” version. The Contractor shall have fourteen (14) calendar days from the time an update or patch is released by the software manufacturer to process updates and patches in accordance with the requirements stated in the Software Maintenance section herein, except security vulnerability patches, which must be processed as soon as possible.

3. Contractor shall test all software upgrades, modifications, and changes prior to implementation in the production system.

4. Contractor shall provide a change control methodology to document system changes and approvals prior to implementation.

5. The Contractor shall support upgrades to its application based on operating system patch and upgrade requirements (For example, if the PARCS runs on a Microsoft operating system, the software shall be patched according to the Microsoft patch and upgrade schedule without breaking any application. If Microsoft decommissions a specific version of an operating system, the Contractor shall release code compatible with next operating
6. The Contractor shall commit to provide corrective patches and upgrades in the event security vulnerability or system availability issues are found within fifteen (15) business days of said discovery or sooner.

7. Copies of all software (and software updates/upgrades made during and after the warranty period) must be provided to the County at the conclusion of the warranty period.

Software Maintenance
For all Systems (including their component equipment) covered under this Contract, the Contractor shall provide software maintenance for the operating system, applications software, third party software and third party tools, and database that was furnished and installed by the Contractor. Software maintenance shall include but not be limited to the following:

Error Correction
In the event that the System does not meet the operational availability or function in accordance with the manufacturer’s stated functionality and performance due to errors in software or any modifications thereto, the Contractor shall correct any such error in the System. Errors shall include, but not be limited to, flaws in operations and errors due to flaws in the design and coding of the System.

Upon notification of the error by the County or discovery of the error by the Contractor, the Contractor shall dispatch trained Personnel to repair, replace and correct all malfunctions required for the System to perform in accordance with the manufacturer’s stated functionality and meet the operational availability within one (1) business day from the date of notification. The Contractor shall provide documentation in machine-readable format, if any, relating to the error correction. The corrected software shall be tested by the Contractor in an off-line test environment. The Contractor shall then prepare a test and demonstrate to the County’s satisfaction that the error has been corrected and submit it to the County for review and approval before the corrected software is installed into the production System. Such corrections to the software shall be provided at no additional cost to the County. The Contractor’s obligations for the performance and completion of such error correction in order to ensure that the equipment meets the operational availability and functions in accordance with the manufacturer’s stated functionality and performance within the time provided for in the above are of the essence of this Contract. The Contractor guarantees that it will use best efforts to complete the performance of such error correction within the time set forth.

Software Updates
The Contractor shall notify the County whenever Contractor furnished upgrades and/or enhancements to operating system, the application software, third party software or third party software tools used by the System when they become available. The Contractor shall also provide the County with an analysis of the potential effects of such upgrades/enhancements on the System. This analysis shall include, at a minimum, the following:

1. Compatibility of the application software with the new operating system or third-party software;
2. Compatibility of the upgrade with the system architecture, server and communications infrastructure;
3. Infrastructure improvements required to support the upgrade;
4. Potential increases or decreases in equipment performance;
5. The availability of product support for the current (older) version of the operating system or third party software;
6. The cost of the software upgrade, including testing and any other tasks which may be associated with the upgrade.

The County will then determine whether or not to order the upgrade. If the County selects the upgrade, the Contractor shall perform the upgrade on the System, test the system, and update the documentation, all in accordance with the contract terms.

**Adaptive Changes**

In the event changes to the computing or network environment are disruptive to the System or prevent the System from meeting the operational availability or function in accordance with the manufacturer’s stated functionality and performance, the Contractor shall implement corrections to the software or System configuration to mitigate those changes to the computing environment. Upon notification of the disruption by the County or discovery by the Contractor that the System is not operating in accordance with the manufacturer’s stated functionality and performance, the Contractor shall dispatch trained personnel to correct the disruption and restore System operation. The Contractor guarantees that it will use its best efforts to implement required corrections as soon as practical based on the nature of the disruption and criticality of the lost services. The Contractor shall implement all changes, test the System, and update the documentation.

**Monitoring Application to Maintain System Performance**

The Contractor shall be responsible for routine operation of all software and data used by the application, application files, diagnosing and effecting correction of all problems that impact operation of the applications software and its data.

The Contractor shall employ system monitoring devices and programs, and diagnostic tools to ensure that all aspects of the application software are operating properly and the System is meeting all specified performance criteria. This work shall include, but not be limited to the following:

1. Monitor the database to verify database operation and ensure its performance is within acceptable tolerances and implement corrections to maintain acceptable performance.
2. Monitor the application software, to ensure its performance is within acceptable tolerances and meets the operational availability requirements.

**Manage Cyber Security Vulnerabilities**

The Contractor shall monitor, evaluate, track, log, and immediately report on all cyber-security vulnerabilities or other vulnerabilities related to the software used in the equipment. The Contractor shall work with the County to address any identified vulnerabilities and mitigate all security/malware/virus alerts.

**Testing**

Prior to implementing any changes on the production system, the Contractor shall test the System in a separate development/test system environment to ensure that the changes are compatible with the application and other installed components.

Testing shall follow the prescribed order of events listed below and include, but not be limited to, the following Contractor activities:
1. Provide an acceptance test plan and procedures for County approval.
2. Install all changes on a separate stand-alone off-line test environment.
3. Conduct Contractor pretests, and once testing confirms that the changes are compatible with the application and environment, then conduct County-witnessed testing and submit a test report. Once the test report is approved by the County, the Contractor shall make arrangements with the Manager to schedule the changes to the production environment.
4. Install the changes to the production environment and confirm with the County that the System operation is restored.

**Electronic System Maintenance Tracking System**

1. The Contractor shall utilize a Maintenance Tracking System, provided by the Contractor, to monitor and record all scheduled, requested, and performed maintenance services. Contractor shall propose the Maintenance Tracking System to the County for review and approval prior to the implementation of such system.
2. The Contractor shall fill in all required fields, completely, for all Preventive Maintenance and Remedial Maintenance Services scheduled and performed.
3. The Contractor shall submit Quarterly Maintenance Reports in a County-approved format to the Airport during the Contract period. All reporting requirements shall be determined at the time of Contract start.

**OTHER CONSIDERATIONS**

Proposers should explain or identify how the following items will be addressed by the new system:

1. Ability of administration staff to set up parking rates:
   a. Creation of regular parking rates
   b. Creation of special parking rates

2. Ability of system to notify staff of equipment issues:
   a. How is staff notified of an issue?
   b. How is issue logged in system?
   c. How is issue resolution tracked in system?

3. How can customer account information (address, contact information, new registrations, new/updated credit card information) be entered and/or updated?
   a. By office staff?
   b. Is a historical record of the previous customer account data saved by the system?

4. How are customers billed?
   a. What is the invoicing process?
   b. Can invoices be sent electronically?
   c. How does the system handle a one-time payment when the credit card is declined or the bank account has insufficient funds?
   d. How are manual entries to the system tracked?
   e. What information is saved regarding manual entries to any part of the system?

5. How is customer access activated or deactivated?
   a. How are customer-access credentials set up for permissions to specific lots?
b. How are credentials turned off by date and/or time?
c. How are credentials set up for two or more vehicles?
d. If two or more vehicles are attached to one credential, how does the system perform when a second car tries to enter the facility when the first car is already present?

6. How are credentials set up for groups? i.e. TSA, Airline

7. Are delinquent credentials blocked at both entry and exit? Can delinquent credentials be locked out automatically?

8. How can the system document customer and vehicle information, along with ticket and charge information, if the customer is unable to pay on exit?
Appendix B: Cloud Computing Security Requirements

1. **Identity management**
   Provider must have its own identity management system to control access to information and computing resources. Please provide details of these controls.

2. **Physical and personnel security**
   Provider must ensure that physical machines are adequately secure and that access to these machines as well as all relevant customer data is not only restricted but that access is documented. Please provide details of these controls.

3. **Application security**
   Provider must ensure that applications available as a service via the cloud are secure by implementing testing and acceptance procedures for outsourced or packaged application code. It also requires application security measures be in place in the production environment. Please provide details of these controls.

4. **Security Certifications**
   Provide list of security certifications you hold along with a copy of each. Providers should hold **ISO 27001** for security controls or **SAS 70 Type II** audits for physical security.

5. **Architecture and Software Isolation**
   The cloud provides services via an abstraction layer – a web portal. Behind this abstraction layer is a hidden world of complexity that includes firmware, hypervisors, operating systems, virtual machines, user portals, charge back and metering systems, provisioning, orchestration and other essential functions. Much of this functionality and its supporting software don’t typically exist within IT infrastructures.

   By adding new functionality and software to the architecture, what is known as an attack surface emerges. From a security and privacy perspective, it is important for the provider to detail how he will protect the County’s data from this. Please provide details of these controls.

   Another area for concern is how the provider handles software isolation. This is how data is set-up and shared across databases and common application platforms, particularly in multi-tenant applications. **All public sector cloud data must be isolated from shared systems, databases and applications.** Please provide details of these controls.

Data Storage & Protection

   a. **All public sector cloud data must reside in the continental U.S.**
   b. Provide all locations of where the County’s data will be stored (geographical locations) to include hot sites in case the system failure.
   c. List the type of encryption used to secure the data
   d. Detail how the data is protected against leaks
   e. Provide a list of vendor employees and third parties that can access the County’s data
   f. Provide a copy of the procedure for regulating access to the data
   g. Provide a list of formats that the data can be stored and converted
   h. Provide Data backup schedules
   i. Provide the method by which the County’s data will be sanitized from your storage when the contract is terminated, to include backup copies.
   j. Provide a copy of the vendor’s disaster recovery plan
   k. Provide the process used to vet technicians
6. **Data Availability**
   Provider must assure the County that they will have regular and predictable access to their data and applications. The vendor will have a method of providing continued operations for the County if the vendor’s operations are suddenly shut down. Additionally, the provider must have a method to return all data to the County if the provider goes out of business or is shut down. Please provide details of these controls.

7. **Business continuity and data recovery**
   Provider must have business continuity and data recovery plans in place to ensure that service can be maintained in case of a disaster or an emergency and that any data loss will be recovered. These plans must be provided to the County.

8. **Incident Response**
   Provide a copy of your incident response plan. Provider must detail any circumstance that might cause our data to be inaccessible such as a subpoena, litigation, or e-discovery for another customer’s data or services.

**Compliance & Privacy**

**All public sector cloud data must reside in the continental U.S.**

a. Numerous regulations pertain to the storage and use of data, including federal laws and regulations such as FISMA, the National Archives and Records Management Act (NARMA), **Michigan Records Retention and Disposition Schedule**, Payment Card Industry Data Security Standard (PCI DSS), the Health Insurance Portability and Accountability Act (HIPAA), and the Sarbanes-Oxley Act, among others. Many of these regulations require regular reporting and audit trails. Cloud providers must enable their customers to comply appropriately with these regulations. Please provide details of these controls.

b. Provider must ensure that all critical data (credit card numbers, for example) are masked and that only authorized users have access to data in its entirety. Moreover, digital identities and credentials must be protected as should any data that the provider collects or produces about customer activity in the cloud. Please provide details of these controls.

c. County data will not be used for vendor advertising or other promotional purposes. County data will not be sold to third parties. Please provide details of these controls.

d. Provider has the ability to preserve, identify, collect, process, analyze and produce all forms of electronic files. All public sector cloud data must be discoverable in accordance with state and federal laws. Please provide details of these controls.

e. Provider must comply with Michigan statutes when dealing with legal issues, such as Contracts and E-Discovery, which may vary by state. Providers must also comply with the **Michigan Municipal Records Retention and Disposition Schedule**. [INSERT APPROPRIATE LINK]

f. In addition to producing logs and audit trails, provider must work with the County to ensure that these logs and audit trails are properly secured, maintained for as long as the County requires, and are accessible for the purposes of forensic investigation (e.g., e-Discovery). Please provide details of these controls.

g. Because so much of what’s behind the cloud is hidden, the County may need to conduct an audit or review past performance and certifications to gain a degree of trust as to what is going on within the infrastructure where our data will reside. It is critical that the provider allow for external audits. Many cloud providers do not allow customers to enter their data centers. In that case, it is important that they have provisions to allow external auditors to access the facilities. Please provide details of these controls.
# REFERENCES/WORK EXPERIENCE

The vendor must furnish at least three (3) references from persons who can attest to the quality of similar prior work performed:

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Telephone No.:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Telephone No.:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
</tr>
<tr>
<td>City/State/Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Telephone No.:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>
COUNTY OF MUSKEGON
CERT. REGARDING DEBARMMENT, SUSPENSION, & OTHER RESPONSIBILITY MATTERS

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency.
2. Have not, within the three year period preceding the proposal, had one or more public transactions (federal, state, or local) terminated for cause or default, have ever been on the Prevailing Wage Violator’s Registry or are currently being investigated under current name or any DBA’s, corporate names, subsidiaries or other business entities under which you have operated in the last three years; and
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the bid, been convicted or had a civil judgment rendered against it.

A. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction.
B. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
C. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, under 18 U.S.C. § 1001, a false statement may result in a fine of up to $10,000 or imprisonment for up to five years, or both.

Name/Title of Authorized Representative       Name of Participant Agency or Firm

Signature of Authorized Representative                Date

☐ I am unable to certify to the above statement. Attached is my explanation.
COUNTY OF MUSKEGON
NON-DISCRIMINATION STATEMENT

Contractor Name: ____________________________________________

Project Name: ________________________________________________

Project #: RFP 19-2338

The responder’s signature indicates that respondent agrees that no individual shall, on the ground of race, creed, age, color, national origin or ancestry, religion, sex, marital status or handicap be excluded from participation, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity provided by this responder.

Responder further agrees that every subcontract entered into for the performance of this contract will contain a provision prohibiting discrimination against minority, women and handicapper owned businesses in subcontracting, and making discrimination a material breach of contract.

________________________________________  _______________________
Authorized Signature                     Date

Note: Failure to submit the signed statement as part of the proposal will be cause for rejection of the proposal.
W-9 FORM

(Rev. December 2014)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification; check only one of the following boxes:
   - Individual/sole proprietor or single-member LLC
   - C Corporation
   - S Corporation
   - Partnership
   - Trust/estate
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)
   Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   (Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here  Signature of U.S. person  Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
NO PROPOSAL RESPONSE FORM

Muskegon County Procurement Office
Central Services Building, 2nd Floor
141 E. Apple Avenue, East Entrance
Muskegon, MI 49442
purchasing@co.muskegon.mi.us
Fax (231) 724-3337

We would appreciate you completing this form if you do not intend to respond to this request.

Proposal No 19-2338 Name: ________________________________ Due Date: __________

1. Specifications are too tight, i.e., geared toward one (1) brand or Manufacturer only (explain below). __________

2. Specifications are unclear (explain below). __________

3. We are unable to meet specifications. __________

4. Insufficient time to respond. __________

5. Our schedule would not permit us to perform within the required time. __________

6. We are unable to meet bond requirements. __________

7. We are unable to meet insurance requirements. __________

8. We do not offer this product or service. __________

9. Other (explain below). __________

REMARKS:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Company Name: ______________________________________________________________________

Signature: ___________________________ Printed Name: ________________________________

Title: ________________________________ Date: ________________________________
PROPOSAL CONDITIONS/INSTRUCTIONS TO RESPONDERS

These conditions are an integral part of the request for proposals and the vendor must comply with them.

1. Proposal Submittals
Responder must submit proposals on these forms as requested. Proposals may be submitted electronically or at the Bid Net site. Respondents are requested to submit two (2) sealed documents. The first document marked “Original Proposal Response” and the second “Original Pricing Response”.

Each document should have the following contents inside:

Original Proposal Response Contents include:
- 2 Copies of the Proposal marked “Original” (No Pricing Included)
- Any samples or brochures

Original Pricing Response Contents include:
- 1 Copy of the Pricing marked “Original”
- (For Physical Submittals Only) 1 Digital Copy of the Proposal & Pricing saved as separate files in PDF Format. If no digital file is available, a second hard copy can be provided. Please label the second hard copy as “COPY”. Professional binding not preferred.

For electronic submittal, proposals may be submitted at the Bid Net site only. Proposal offers sent by other electronic devices are NOT acceptable and will be rejected upon receipt.

For physical submittal, the proposal must be sealed. The responder must clearly write the bid name and number on the outside of the envelope along with the responder’s business name. Sample labels are provided in the solicitation packet for the respondent’s convenience.

Respondents will be expected to allow adequate time for delivery regardless of the submission method chosen (e.g. postal service, or upload time).

2. Delivery Date
The delivery time or completion date, as stated in the proposal form, shall be the time required to deliver and complete item(s) after the receipt of the order or award of the contract. Where multiple items appear on the proposal request, the responder/offeror shall, unless otherwise stated by the County, show the delivery time for each item separately.

State anticipated delivery date: ____________________.
Provide a tentative timeline in the proposal.

All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.

3. Invoices and Payment Terms
Invoices are to be mailed to the County department on the resulting purchase order. All invoices must include the purchase order number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payments within not less than fifteen (15) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.

4. Specifications Inquiries / Proposal Procedure Inquiries
The sole point of contact concerning the Request for Proposal (RFP) is the Muskegon County
Procurement Office at purchasing@co.muskegon.mi.us.

Contacting any other personnel, Agent, Consultant or Representative may result in disqualification.

Questions must be emailed to purchasing@co.muskegon.mi.us no later than the time and date specified on the cover of this document. In the interest of transparency, only written questions will be accepted. Answers to questions will be posted on www.bidnetdirect.com.

5. **Response Preparation.**
Responders must follow the Instructions and provide a complete response to all specifications. Responder should include its company name in the header of all response documents.

6. **Mandatory Pre-Bid Meetings**
A representative from the responder’s company is required to attend the mandatory pre-bid meeting. The representative must be in attendance of the meeting before the meeting is officially adjourned by the moderator in attendance. Failure to attend the mandatory pre-bid meeting will result in the responder being disqualified from bidding.

7. **Clarification Request**
If the County determines, after the deadline to submit proposals, that a responder’s proposal is not clear, the County reserves the right to issue a request (“Clarification Request”) to a responder to clarify its proposal. Failure to respond to a Clarification Request may be cause for disqualification.

8. **Reservations**
The County reserves the right to:
   a. Discontinue the RFP process at any time or no reason. The issuance of an RFP, your preparation and submission of a proposal and the County’s subsequent receipt and evaluation of your proposal does not commit the County to award a Contract to you or anyone, even if all the requirements in the RFP are met.
   b. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if the process fails to result in award.
   c. Consider an otherwise disqualified proposal, if no other proposals are received.

9. **Award**
The award of a County contract will be made to the responsive and responsible responder who offers the best value to the County. The following criteria may be considered by the County in selecting the best value: a) Ability to perform the service required within the specified time; b) Conformance to specifications; c) The quality of the performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) respondent references.

10. **Vendor/Respondent Complaints or Protests**
The County of Muskegon has established administrative procedures for handling vendor’s complaints in a fair and timely manner. Vendors should observe the following steps in order to file complaints:

   **Step 1**
The vendor must contact the Director of Finance/Assistant County Administrator within seven (7) days of the incident about which he or she has a complaint. The Director of Finance/Assistant County Administrator will reply verbally or in writing to the vendor after discussion with the County Administrator.

   **Step 2**
If the vendor is dissatisfied with the Director of Finance/Assistant County Administrator reply, an appeal must be made in writing within seven (7) days to the Muskegon County Board of Commissioners.
11. Freedom of Information Act
Proposals will be available for public inspection after the award announcement, except to the extent that a responder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A responder’s designation of material as confidential will not necessarily be conclusive and the responder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

12. Rights to Information Contained in Proposals
All Proposals will be considered the property of Muskegon County.

13. Vendor Samples, Brochures and Literature
Include brochures, literatures and samples if available. Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor’s expense. Samples of selected items may be retained for comparison purposes.

14. Insurance Requirements
The vendor should enclose with his or her proposal an insurance certificate indicating the insurance coverage stated under “County of Muskegon Insurance Requirements” section of these proposal. This must be furnished before the awarding of the proposal and before the signing of any County/vendor agreements and/or work performed by the vendor.

15. Commission Privilege
The Board of Commissioners reserves the right to accept or reject any or all proposals, reserves all rights granted to it by law, reserve the right to waive formalities and to take such action, as it deems necessary in the best interest of the County of Muskegon.

16. Legal Requirements
Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of proposals and disputer about proposals. Lack of knowledge by a vendor about applicable law is not a defense.

17. Forum Selection
Any litigation regarding the agreement or its contents shall be filed in the County of Muskegon, if in a State Court, or in the United States District Court of the Western District of Michigan, if in Federal Court.

18. Execution of Counterparts
The agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed; shall together constitute one and the same instrument.

19. Entire Agreement
The final agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to the agreement and by no other means. Each party waives their future right to claim, contest or assert that the agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppels.

20. Responder/Offeror Representation
Each responder/offeror must sign the proposal with his/her usual signature and shall give his/her full business address on the form provided in this Request for Proposals.

Proposals by partnership shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation followed by the signature and designation of the president, secretary or other person
authorized to bind it in the matter.

21. **Subcontracting**
   No portion of this proposal may be subcontracted without the prior written approval by the County. It may be in the best interest of the awardee to subcontract some parts of any given job; however, the contractor will be held responsible by the County for the quality, delivery and all terms and conditions of this proposal.

22. **Assignment**
   Any purchase order awarded shall not be assignable by the vendor without the express written approval of the County and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.

23. **Civil Rights**
   A. The vendor assures that in accordance with Title VII of the Civil Rights Act of 1964 (42U.S.C. 2000 et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794); Title IX of the Education Amendment of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686); the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.); the Regulations issued thereunder (45 CFR Parts 80, 84, 86, and 91); the Michigan Persons with Disabilities Civil Rights Act 220 of 1976, as amended; the Handicapper Business Opportunity Act, Public Act 112 of 1988 (MCL 450.791-45.795); the Qualified Service-Disabled Veteran-Owned Preference, Public Act 91 of 2005 and 133 of 2008 (MCL 18.261); the Americans with Disabilities Act, Public Law 101-336 of 1990 and the ADA Amendments Act public Law 110-325, and the Michigan Elliot-Larsen Civil Rights Act 453 of 1976 that no individual shall, on the grounds of membership in a protected class be excluded from participation, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity provided by this vendor.

   Assurance is given to the County that good faith efforts will be made to identify and encourage the participation of minority, women, handicapper and disadvantaged business enterprises in contract solicitations. The vendor shall incorporate language in all contract awards: 1) prohibiting discrimination against minority, women, handicapper and disadvantaged businesses in subcontracting; and 2) making discrimination a material breach of contract.

   B. The vendor assures that it meets the requirements of the Drug Free Workplace Act of 1988, 34 CFR Part 85, Sub-Part F.

   C. The County of Muskegon operates on an equal opportunity basis in its bidding policy (Title VII of Civil Rights Act of 1964, Equal Opportunity Clause, Executive Order 11246, Chapter 60, Sub-Part A, 60-I.4, Revised Order No. 4). Bidding is open to all interested parties, in compliance with national, state and local laws.

24. **Alternates & Deviations**
   Specifications referred to herein are used to indicate the desired type, and/or construction, and/or operation. An alternate may be offered if deviations from specifications are minor and if all deviations are properly outlines on a separate sheet. Failure to outline all deviations may be grounds for rejection of your proposal.

   **Alternates must be placed on a separate sheet.**

   The decision of the County of Muskegon, acting through the Director of Finance/Assistant County Administrator or their authorized representative, shall be final as to what constitutes acceptable deviations from specifications.

   Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal
or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business,” as that term is defined in the Act.

26. **Responder Arrears**

No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the County upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the County, or that is deemed irresponsible or unreliable by the County. If requested, responders/offerors shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply/service and that they have the necessary financial resources to provide the proposed supply/service as described in the Specifications.

27. **Errors/Omissions/Discrepancies**

Any errors, omissions or discrepancies in the specifications discovered by a prospective contractor and/or service provider shall be brought to the attention of the Director of Finance/Assistant County Administrator as soon after discovery as possible. Further, the contractor and/or services provider shall not be allowed to take advantage of errors, omissions or discrepancies in the specifications.

28. **Proposal Opening**

Proposals will be opened and read publicly in the Muskegon County Accounts Payable Office, Central Services Building, 2nd Floor, 141 E. Apple Avenue, East Entrance, Muskegon, Michigan per the date and time listed on the cover page.

29. **Telegraphic/Electronic Proposal Submittal**

Proposers that desire to submit a proposal electronically must submit through the Bid Net site at [www.bidnetdirect.com/mitn/muskegon-county](http://www.bidnetdirect.com/mitn/muskegon-county). All other methods of telegraphic and or proposal offers sent by electronic devices (e.g. facsimile machines or electronic mail) are **NOT** acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal either by airfreight, postal service, or other means.

30. **Proposal Changes**

*No late proposals will be accepted.* Proposals, amendments thereto, or withdrawal requests received after the time advertised for proposal opening will be void regardless of when they were mailed.

31. **Purchase Order**

A purchase order will be issued to the successful vendor after the proposal has been awarded. The County of Muskegon shall not be responsible for any goods delivered or services performed without a purchase order issued.

32. **Accelerated Pay Discounts**

Accelerated discounts should be so stated on the proposal form. If quick pay discounts are offered, the County reserves the right to include that discount as part of the award criteria. Prices proposed must, however, be based upon payment in thirty (30) days after receipt, inspection and acceptance. In all cases, quick pay discounts will be calculated from the date of the invoice or the date of acceptance, whichever is later.

33. **Proposal Results**

Responders who submitted a proposal and who wish to know the results after the award may visit the Bid Net Direct web site at [www.bidnetdirect.com/mitn/muskegon-county](http://www.bidnetdirect.com/mitn/muskegon-county).

34. **Taxes**

Sales Tax: For purchases made directly by the County of Muskegon, the County is exempt from State and Local Sales Tax. Prices shall not include such taxes. Sales Tax Exemption Certificates for the County will be furnished upon request.

Federal Excise Tax: The County of Muskegon may be exempt from Federal Excise Tax, or such
taxes may be reimbursable, if articles purchased under this contract are used for the County's exclusive use. Certificates exclusive use is for the purposes of substantiating a tax free, or tax reimbursable sale will be sent to the contractor upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Codes, prices shall not include the Federal Excise Tax.

The County’s Tax Exempt Certification is available for responder viewing upon request at www.co.muskegon.mi.us/financeandmgt/pur_forms.htm. The County’s Federal ID # 38-6006063.

35. For the benefit of brevity, when the pronouns “he” or “his”/“she” or “her” are used, it is not intended to denote the gender of any person.

36. **Exceptions**
The responder shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions and specifications. *Failure to furnish the statement will mean that the responder agrees to meet all requirements of the terms, conditions and specifications.*

37. **Brand Names**
Unless otherwise specified, manufacturer’s names, trade names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The responder may offer any equivalent product, which meets or exceeds the specifications. If proposals are based on equivalent products, the proposal must: a) Indicate the alternate manufacturer’s name and catalog number; b) Include complete descriptive literature and/or specifications; c) include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If responder fails to name a substitute, goods identical to the specified standard must be furnished.

38. **Ownership and Use of Documents**
a. All documents prepared in connection with this agreement will become the property of the County whether any project related to this agreement is executed or not.

b. The vendor will retain all of its records and supporting documentation relating to this agreement, and not delivered to the County, for a period of three years, except that in the event the vendor goes out of business during that period, it will turn over to the County all of its records relating to the project for retention by the County.

39. **Termination for Convenience**
Muskegon County may terminate a contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving notice to the vendor. Muskegon County shall pay all reasonable costs incurred by the vendor up to the date of termination. However, in no event shall the vendor be paid any amount, which exceeds the price bid for the work performed. The vendor will not be reimbursed for any profits, which may have been earned up to the date of termination.

40. **Termination for Default**
Muskegon County may terminate a solicitation or contract, in whole or in part, whenever the County determines that such termination is in the best interest of the County, without showing cause, upon giving notice to the vendor. Muskegon County does not pay for cost associated with the solicitation process. Muskegon County shall pay all reasonable costs incurred by the vendor up to the date of termination. However, in no event shall the vendor be paid any amount, which exceeds the price bid for the work performed. The vendor will not be reimbursed for any profits, which may have been earned up to the date of termination.

41. **Termination Due to Unavailability of Funds in Succeeding Fiscal Years**
When funds are not appropriated or otherwise made available to support continuation of
performance in a subsequence fiscal year, the contract shall be canceled and the vendor shall be reimbursed for a reasonable value of any non-recurring costs incurred, but not amortized in the price of the supplies or services delivered under the contract.

42. Rights and Remedies of County for Default
If any item furnished by the vendor fails to conform to specifications, or to the sample submitted by the vendor, the County may reject it. Upon rejection, the vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual cost to the County. If the vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.

43. Avoidance of Conflict of Interest and Confidentiality
The contractor may provide consultation services to other government organizations in Michigan and elsewhere. In order to preserve the trust and confidence of their client, the contractor adheres to a set of principles that enables them to perform their work in a manner that is free of real or perceived conflicts of interests. These principles are as follows:

a. Contractor will not discuss, distribute or use in any way the data or information acquired in the course of providing services to Muskegon County without prior approval by the County.

b. Contractor will not undertake a specific activity, which may be viewed as adverse to the interests of another client without obtaining the agreement of both parties.

c. Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.

44. Proposal conditions/instructions to responder, specifications/requirements may become part of a contract for this product/service.

45. Debarment
If a responder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency, which prohibits your firm from participating in any procurement, the responder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.

46. Responder Registration
Vendor registration, as well as the request for proposal materials, is available on the Michigan Intergovernmental Trade Network’s (MITN) web site at www.bidnetdirect.com/mitn/muskegon-county.

47. Cooperative Bidding
Various municipalities (consisting of the County, cities, townships and villages) along with other non-profit organizations located within the boundaries of Muskegon County, Michigan, have formed a cooperative purchasing group for the purpose of combining procurement of like commodities. It is requested that the vendor awarded the bid extend to members of the group the same prices proposed in this proposal. Each individual participating member will place their own orders and be
responsibile for paying their own invoices.

48. Proposal Award/Contract Renewal Option
The proposal award/contract is for FIVE (5) years with the option to renew for one (1) subsequent FIVE (5) YEAR period, based on mutual agreement between both parties, to coincide with the anticipated lifecycle of the new system.
COUNTY OF MUSKEGON
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, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to County of Muskegon. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker’s Compensation Insurance**, including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than $1,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already include; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.

3. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability 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.

4. **Environmental and Pollution Liability**: Coverage for all pollution and environmental risks, including contractor’s pollution liability coverage and pollution legal liability coverage and where applicable, environmental umbrella coverage, with limits not less than $1,000,000 per occurrence and aggregate. If this policy is claims made form, then 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.

5. **Additional Insured**: Policy(ies) and coverages as described above, excluding Workers Compensation Insurance, shall include an endorsement stating the following shall be **Additional Insureds**: The County of Muskegon, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the County of Muskegon as additional insured, coverage afforded is considered to be primary and any other insurance the County of Muskegon may have in effect shall be considered secondary and/or excess.

6. **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.

7. **Owners’ and Contractors’ Protective Liability**: The Contractor shall procure and maintain during the life of this contract, a separate Owners’ and Contractors’ Protective Liability Policy with limits of liability not less than $1,000,000 per occurrence and aggregate. The County of Muskegon shall be “Named Insured” on said coverage. In lieu of this requirement, a per project aggregate on the Commercial General Liability policy is acceptable.
8. **Builders Risk:** The Contractor shall procure and maintain during the term of construction a policy of Builders Risk Property Insurance in the full amount of the project. Policy shall be on an All Risk form, and cover all property under a Replacement Cost basis. Policy Shall also name County of Muskegon as Loss Payee.

9. **Cancellation Notice:** Policies, as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (County of Muskegon, Attention: Procurement, 141 E. Apple Avenue, Muskegon, Michigan 49442).

10. **Proof of Insurance Coverage:** The Contractor shall provide the County of Muskegon at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

   Required liability limits may be obtained by using and Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies).

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

11. **HOLD HARMLESS AGREEMENT:** All contracts must contain the following Hold Harmless Agreement:

   To the fullest extent permitted by law, the Vendor shall defend, indemnify, and hold harmless the County, its subsidiaries, departments, divisions, and agencies and their respective officials, officers, directors, employees, and agents from and against any and all liability, litigation, causes of action, and claims, by whomsoever brought or alleged, and regardless of the legal theories upon which based, and from and against all losses, costs, expenses, and fees and expenses of attorneys and expert witnesses resulting therefrom on account of, relating to, or arising out of bodily injury to or death of any person or on account of damage to property, including loss of use thereof, arising or allegedly arising out of or resulting from the work. The foregoing indemnity of the County shall include, but is not limited to, claims alleging or involving the negligence of the Vendor, its subcontractors, or the joint negligence of the Vendor, its subcontractors, and/or the County, but shall not extend to liability found by way of final judgment to have resulted from the sole negligence of the County.
SAMPLE LABELS FOR SUBMITTING PROPOSALS

MUSKEGON COUNTY
ACCOUNTS PAYABLE OFFICE
CENTRAL SERVICES BUILDING
141 E APPLE AVE
MUSKEGON MI 49442

RFP 19-2338
Airport PARCS –Technical Proposal

MUSKEGON COUNTY
ACCOUNTS PAYABLE OFFICE
CENTRAL SERVICES BUILDING
141 E APPLE AVE
MUSKEGON MI 49442

RFP 19-2338
Airport PARCS –Pricing Proposal
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE TRANSPORTATION</th>
<th>BUDGETED X</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
</table>

REQUESTING DEPARTMENT: AIRPORT

COMMITTEE DATE: 02/19/2019

REQUESTOR SIGNATURE: ROBERT M. LUKENS

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Airport is requesting Board approval for Amendment No. 2 to Contract No. 4117 for Professional Engineering Services with C&S Engineers for additional design tasks associated with the Runway 6-24 Pavement and Lighting Rehabilitation Project.

The Board approved Contract No. 4117 on June 27, 2017 (TR1706-19) in the amount of $255,242.00. Since Board approval, the total project design costs have been reduced by FAA and MDOT by approximately $20,000 with a revised estimated cost of $235,399.

This Amendment will increase the design phase costs by $10,106 to $245,505. FAA will provide 95% of eligible project costs ($9,600.70) with MDOT Aeronautics providing 2.5% ($252.65) and the County the remaining 2.5% ($252.65).

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve Amendment No. 2 to Federal Grant No. 3-26-0071-041-2017 in the amount of $10,106 for additional design phase tasks for the Runway 6-24 Pavement and Lighting Rehabilitation Project, and further authorizing the Chair to execute, upon receipt, the matching State Grant Offer, and further authorize the Clerk to execute any necessary resolutions for said Grant Offers.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

**HUMAN RESOURCES ANALYSIS:**

**FINANCE & MANAGEMENT ANALYSIS:**


**CORPORATE COUNSEL ANALYSIS:**

**ADMINISTRATOR RECOMMENDATION:**

Date

AGENDA DATE: 02/19/2019

AGENDA NO.: TR1902-11

BOARD DATE: 02/25/2019

PAGE NO.

Revised 2/12/19
AMENDMENT NO. 2

PROJECT: Runway 6-24 Rehabilitation and Lighting
Muskegon County Airport
Design

Federal Project No.: 3-26-0071-4117
State Contract No.: FM 61-01-C111

This Amendment is made and entered into this date of ________________________, by and between Muskegon County, hereinafter referred to as the "SPONSOR", and C&S Engineers, Inc., hereinafter referred to as the "CONSULTANT".

WITNESSETH: Whereas the SPONSOR and the CONSULTANT have entered into a Lump Sum Consultant Agreement for professional design engineering services dated 06/27/2017 for the undertaking of the above titled project, and the SPONSOR and the CONSULTANT agree to amend said Agreement with this Amendment No. 2 in accordance with the following:

NO. 1: Scope of Work - attached hereto, is added and made part of the Agreement.

NO. 2: The parties hereto agree that the total lump sum fee payable under this agreement be increased by $10,106

NO. 3: Cost Summary - attached hereto, is added and made part of the Agreement.

Except as amended herein the aforementioned Consultant Agreement and all terms and conditions contained therein between the SPONSOR and CONSULTANT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have caused this Amendment to be entered into as of the date set forth above.

SPONSOR
MUSKEGON COUNTY
By: ____________________________
Title: ___________________________
Date: ___________________________

CONSULTANT
C&S ENGINEERS, INC.
By: ____________________________
Title: Department Manager
Date: ___________________________
SCOPE OF WORK
AMENDMENT NO. 2

Project Title: Runway 6-24 Rehabilitation and Lighting
Airport Name: Muskegon County Airport
Services Provided: Design

Project Description:
The CONSULTANT shall provide required services to design the Runway 6-24 Rehabilitation and Lighting project (the “Project”). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and Michigan Department of Transportation (MDOT).

New tasks added to the original scope of work are as follows:
• Grants administration including support on grant documentation and completion of a financial plan.
  o The only grants administration work that was included in the original design was the preparation of the CATEX. It was believed that all other grants administration work was completed by the previous consultant. During design it was found that grant documentation support was needed, and that the financial plan needed to be updated with current information and needed to follow FAA standard format.
• Design of runway guard lights (RGL), holding position sign and holding position marking.
  o Due to a “hot spot” at the intersection of Runway 24 and 32, the Runway Safety Action Team (RSAT) recommended RGLs be included in the design for this project. In addition, it was found that the holding position sign and marking in this area were not compliant with FAA standards and needed to be moved.
• ALCMS procurement
  o The ALCMS required updating due to changes on the airfield including the Taxiway C decoupling, addition of RGL graphic, and removal of REIL graphic (this will be operated with the runway lighting circuit rather than having a separate button). FAA required a separate procurement for ALCMS because it is a sole source project (ADB).
• Design of blast pad to meet current FAA standards, including topographic survey.
  o A modification of standards (MOS) was submitted for the blast pad geometry, based on guidance from the FAA that geometry did not need to be updated for a rehabilitation project. The MOS was rejected and the FAA required the blast pad geometry to meet current FAA standards. This required additional topographic survey for the area in addition to design work.
• Design of runway circuit to include signs that are currently on the taxiway circuit to meet FAA standards.
  o The only signage included in the original scope of work included distance remaining signs. During design it was discovered that many of the other signs on the airfield are connected to the taxiway circuit. However, to meet FAA standards they need to be connected to the runway circuit.

Tasks that were removed from the original scope of work are as follows:
• Preparation of the Catagorical Exclusion (CATEX).
  o This work was completed by the FAA.
• Develop design for backup generator.
  o The FAA determined that the backup generator was not eligible for funding under this project, so it will not be included in the design package.
## C&S ENGINEERS, INC.
### ARCHITECTURAL/ENGINEERING
### WORK SUMMARY

**PROJECT:** Runway 6-24 Rehabilitation (Amendment #2)
**DATE:** 12/21/18
**SERVICE GROUP MGR:** Bob Koller
**CLINT:** Muskegon County Airport
**CLIENT MGR:** Jeff Tripp

### CONSTRUCTION / ADMINISTRATION

<table>
<thead>
<tr>
<th>TASK</th>
<th>SEN PROJ</th>
<th>SEN TOTAL</th>
<th>CON HTS</th>
<th>STAFF PROJ</th>
<th>STAFF TOTAL</th>
<th>CON STAFF</th>
<th>PROJ ENG</th>
<th>SEN ENG</th>
<th>CHIEF ENG</th>
<th>MAN ENG</th>
<th>DEPT MAN</th>
<th>GROUP MGR</th>
<th>DIRECT COSTS</th>
<th>SERVICES BY OTHERS</th>
<th>TOTALS</th>
<th>TOTAL HOURS PER TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>S76.001.001 100</td>
<td>PROJECT ADMINISTRATION</td>
<td>100</td>
<td>8</td>
<td>-24</td>
<td>-6</td>
<td>3</td>
<td>11</td>
<td>$1,456</td>
<td>$3,034</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRANTS ADMINISTRATION W/ FINANCIAL PLAN</td>
<td>100</td>
<td>8</td>
<td>-24</td>
<td>-6</td>
<td>3</td>
<td>11</td>
<td>$1,456</td>
<td>$3,034</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GRANTS ADMINISTRATION W/ CAT EX</td>
<td>800</td>
<td>8</td>
<td>-12</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S76.001.001 800</td>
<td>DESIGN CHANGES</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GENERATOR DESIGN</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SBG - TOPO SURVEY</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESIGN OF RGL, HOLDING POSITION SIGNAGE &amp; MARKING</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALCMS PROCUREMENT</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESIGN OF BLAST PAD</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DESIGN OF SIGNAGE CONNECTION TO RUNWAY CIRCUIT</td>
<td>800</td>
<td>8</td>
<td>-16</td>
<td>-4</td>
<td>2</td>
<td>8</td>
<td>$4,654</td>
<td>$4,654</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COST** $10,106

**PAVING** $6,143.00

**LIGHTING** $3,963.00
### I. ESTIMATE OF DIRECT SALARY COSTS:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>MAXIMUM RATE OF PAY ($/HR)</th>
<th>AVERAGE RATE OF PAY ($/HR)</th>
<th>ESTIMATED @ HOURS</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. SERVICE GROUP MANAGER</td>
<td>$89.00</td>
<td>$89.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>B. DEPARTMENT MANAGER</td>
<td>$69.00</td>
<td>$63.75</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>C. MANAGING ENGINEER</td>
<td>$70.00</td>
<td>$56.25</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>D. CHIEF/PRINCIPAL ENGINEER</td>
<td>$52.00</td>
<td>$49.42</td>
<td>X 3</td>
<td>$148.26</td>
</tr>
<tr>
<td>E. SENIOR PROJECT ENGINEER</td>
<td>$50.50</td>
<td>$43.56</td>
<td>X 18</td>
<td>$784.08</td>
</tr>
<tr>
<td>F. PROJECT ENGINEER / ENV SCIENTIST</td>
<td>$45.50</td>
<td>$39.65</td>
<td>X 44</td>
<td>$1,380.72</td>
</tr>
<tr>
<td>G. ENGINEER</td>
<td>$37.30</td>
<td>$31.38</td>
<td>X 22</td>
<td>$583.00</td>
</tr>
<tr>
<td>H. STAFF ENGINEAN</td>
<td>$32.00</td>
<td>$28.75</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>I. SENIOR DESIGNER</td>
<td>$39.50</td>
<td>$34.50</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>J. DESIGNER</td>
<td>$30.00</td>
<td>$28.33</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>K. CADD OPERATOR</td>
<td>$26.50</td>
<td>$26.50</td>
<td>X 22</td>
<td>$583.00</td>
</tr>
<tr>
<td>L. ADMINISTRATIVE ASSISTANT</td>
<td>$22.25</td>
<td>$21.63</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>M. GRANTS PROGRAM MANAGER</td>
<td>$49.70</td>
<td>$47.50</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>N. GRANTS ADMINISTRATOR</td>
<td>$30.25</td>
<td>$30.25</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>O. ASSISTANT GRANTS ADMINISTRATOR</td>
<td>$24.50</td>
<td>$24.50</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>P. MANAGING PLANNER</td>
<td>$78.50</td>
<td>$57.25</td>
<td>X -6</td>
<td>($343.50)</td>
</tr>
<tr>
<td>Q. SENIOR PROJECT PLANNER</td>
<td>$48.75</td>
<td>$44.58</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>R. PLANNER</td>
<td>$31.00</td>
<td>$28.83</td>
<td>X -24</td>
<td>($691.92)</td>
</tr>
<tr>
<td>S. STAFF PLANNER</td>
<td>$28.25</td>
<td>$28.25</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>T. SENIOR/MANAGING ARCHITECT</td>
<td>$56.90</td>
<td>$52.60</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>U. PROJECT ARCHITECT</td>
<td>$45.60</td>
<td>$35.40</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>V. GEOLOGIST</td>
<td>$31.70</td>
<td>$30.90</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>W. ENVIRONMENTAL SCIENTIST</td>
<td>$49.60</td>
<td>$36.20</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>X. SENIOR CONSTRUCTION SUPERVISOR</td>
<td>$67.00</td>
<td>$65.25</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Y. CONSTRUCTION SUPERVISOR</td>
<td>$50.00</td>
<td>$50.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Z. RESIDENT ENGINEAN</td>
<td>$47.00</td>
<td>$43.44</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>AA. CHIEF INSPECTOR</td>
<td>$37.25</td>
<td>$32.58</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>BB. SENIOR INSPECTOR</td>
<td>$32.50</td>
<td>$29.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>CC. INSPECTOR</td>
<td>$26.90</td>
<td>$26.20</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>DD. JUNIOR INSPECTOR</td>
<td>$23.60</td>
<td>$22.50</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>EE. SENIOR TECHNICAL ADMINISTRATOR</td>
<td>$33.00</td>
<td>$33.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>FF. SENIOR GIS ANALYST</td>
<td>$31.00</td>
<td>$31.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
<tr>
<td>GG. PROJECT LANDSCAPE ARCHITECT</td>
<td>$37.00</td>
<td>$37.00</td>
<td>X 0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL ESTIMATED DIRECT SALARY COST:**

$1,860.64

### II. OVERHEAD EXPENSES & PAYROLL BURDEN PER SCHEDULE "C" -

(AGREED OVERHEAD EXPRESSED AS A PERCENTAGE OF DIRECT SALARY COST): 164.00%  

$3,051.00

### III. SUBTOTAL OF ITEMS I & II:

$4,911.64
IV. ESTIMATE OF DIRECT EXPENSES:

A. TRAVEL, BY AUTO:
   0 TRIPS @ 0 MILES/TRIP @ $0.575 = $0.00

B. TRAVEL, BY AIR:
   0 TRIPS @ 0 PERSONS @ $500.00 = $0.00

C. PER DIEM:
   0 DAYS @ 0 PERSONS @ $129.00 = $0.00

D. MISCELLANEOUS: = $0.00

TOTAL ESTIMATE OF DIRECT EXPENSES: $0.00

V. FIXED FEE (PROFIT, LUMP SUM):

A. LABOR PLUS OVERHEAD: 11% (OF III.) $540.28

TOTAL FIXED FEE: $540.28

VI. SUBCONTRACTS:

A. ESTIMATE OF TOPOGRAPHICAL SURVEYS: $4,654.00

B. ESTIMATE OF SUBSURFACE INVESTIGATION & TESTS:

TOTAL ESTIMATED SUBSURFACE INVESTIGATION & TESTS: $0.00

VII. TOTALS:

A. MAXIMUM TOTAL COST FOR DESIGN SERVICES & AGREEMENT TOTAL: $10,105.92
   ROUND TO NEAREST DOLLAR AMOUNT $10,106.00
REQUEST FOR BOARD CONSIDERATION-COUNTY OF MUSKEGON

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>BUDGETED</th>
<th>NON-BUDGETED</th>
<th>PARTIALLY BUDGETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRANSPORTATION</td>
<td>COMMITTEE DATE</td>
<td>REQUESTOR SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>AIRPORT</td>
<td>02/19/2019</td>
<td>ROBERT M. LUKENS</td>
<td></td>
</tr>
</tbody>
</table>

SUMMARY OF REQUEST (GENERAL DESCRIPTION, FINANCING, OTHER OPERATIONAL IMPACT, POSSIBLE ALTERNATIVES)

The Airport is requesting Board approval for the Airport Capital Improvement Program (ACIP) proposed projects list for Fiscal Years 2019-2023 (attached). The ACIP is updated annually between the County (Sponsor), MDOT Aeronautics, and the Federal Aviation Administration and is required to request federal and state capital improvement project grants. Projects may be amended, deleted, or added in subsequent years subject to airport operational requirements and availability of funding in a particular fiscal year. The FY2019 projects were approved by the Board as part of the FY2019 Airport Capital Budget; approval of the proposed projects is necessary for preparing the FY2020 Capital Budget.

The federal Airport Improvement Program (AIP) provides grants to public agencies for the planning and development of public-use airports. For small primary airports such as Muskegon, the federal grant covers 95% percent of eligible project costs with the State contributing 2.5% and the County the remaining 2.5% of eligible project costs. FAA determines if projects are justified based on aeronautical demand.

The description of eligible grant activities is described in the authorizing legislation and relates to capital projects to develop and improve the airport in areas of safety, capacity, and noise compatibility. In general, sponsors are eligible to receive AIP funds for most airfield capital improvements or rehabilitation projects. In addition to these basic principles, sponsors must be legally, financially, and otherwise able to carry out the assurances and obligations (attached) contained in the project application and grant agreement. These include obligations to operate and maintain the airport in a safe and serviceable condition, not grant exclusive rights, mitigate hazards to airspace, and use airport revenue properly.

SUGGESTED MOTION (STATE EXACTLY AS IT SHOULD APPEAR IN THE MINUTES)

Move to approve the Fiscal Year 2019 – 2023 Airport Capital Improvement Program proposed project list developed in coordination between the Airport, MDOT Aeronautics and the Federal Aviation Administration.

ADMINISTRATIVE ANALYSIS (AS APPLICABLE)

HUMAN RESOURCES ANALYSIS: 

FINANCE & MANAGEMENT ANALYSIS: 

CORPORATE COUNSEL ANALYSIS: 

ADMINISTRATOR RECOMMENDATION: 

Date

AGENDA DATE: 02/19/2019
AGENDA NO.: TR19/02-12
BOARD DATE: 02/26/2019
PAGE NO.
## MICHIGAN STATE BLOCK GRANT PROGRAM

### FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019 to FY-2023

**Airport Name:** MUSKEGON COUNTY AIRPORT  
**Date Prepared:** 2/1/2019  
**Associated City:** MUSKEGON, MICHIGAN  
**Prepared By:** C&S ENGINEERS, INC.  
**Sponsor:** MUSKEGON COUNTY  
**Airport Identifier:** MKG  
**Funding Source:** MICHIGAN STATE BLOCK GRANT PROGRAM

### Development Year  
<table>
<thead>
<tr>
<th>Project Description</th>
<th>Concept Number</th>
<th>Current Status</th>
<th>Federal Entitlements</th>
<th>Federal Appropriation</th>
<th>Federal Discretionary</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Rehab. Runway 14/32 (Remark) - Construction</td>
<td>Yes</td>
<td>121646</td>
<td>Draft ACIP to MDOT</td>
<td>$143,735</td>
<td>$0</td>
<td>$0</td>
<td>$3,783</td>
<td>$3,783</td>
</tr>
<tr>
<td>2019 Rehab. Taxiways A, B, C, D, E, F, G, H, J, K, Taxi lanes, Aprons (Remark) - Construction</td>
<td>Yes</td>
<td>129216</td>
<td>Draft ACIP to MDOT</td>
<td>$110,390</td>
<td>$0</td>
<td>$0</td>
<td>$2,905</td>
<td>$2,905</td>
</tr>
<tr>
<td>2019 Emergency Generator - Design</td>
<td>No</td>
<td>202512</td>
<td>Draft ACIP to MDOT</td>
<td>$14,250</td>
<td>$0</td>
<td>$0</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>2019 Emergency Generator - Construction</td>
<td>Yes</td>
<td>202792</td>
<td>Draft ACIP to MDOT</td>
<td>$110,200</td>
<td>$0</td>
<td>$0</td>
<td>$2,900</td>
<td>$2,900</td>
</tr>
<tr>
<td>2019 Rehab Taxiway A Pavement Reconstruction - Planning</td>
<td>No</td>
<td>126343</td>
<td>Draft ACIP to MDOT</td>
<td>$95,000</td>
<td>$0</td>
<td>$0</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>2020 Acquire Equipment (Power Vacuum Sweeper for Foreign Object Debris (FOD)) - Design</td>
<td>n/a</td>
<td>202827</td>
<td>Sponsor Review</td>
<td>$14,250</td>
<td>$0</td>
<td>$0</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>2020 Acquire Equipment (Power Vacuum Sweeper for Foreign Object Debris (FOD)) - Construction</td>
<td>n/a</td>
<td>121658</td>
<td>Sponsor Review</td>
<td>$285,000</td>
<td>$0</td>
<td>$0</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>2020 Rehab Taxiway A Pavement Reconstruction - Design</td>
<td>No</td>
<td>126334</td>
<td>Sponsor Review</td>
<td>$491,150</td>
<td>$0</td>
<td>$0</td>
<td>$12,925</td>
<td>$12,925</td>
</tr>
<tr>
<td>2020 Rehab Taxiway A Lighting - Design</td>
<td>No</td>
<td>121648</td>
<td>Sponsor Review</td>
<td>$126,350</td>
<td>$0</td>
<td>$0</td>
<td>$3,325</td>
<td>$3,325</td>
</tr>
<tr>
<td>2021 Rehab Taxiway A Pavement Reconstruction - Construction</td>
<td>No</td>
<td>121644</td>
<td>Sponsor Review</td>
<td>$1,609,675</td>
<td>$0</td>
<td>$5,260,725</td>
<td>$180,800</td>
<td>$180,800</td>
</tr>
<tr>
<td>2021 Rehab Taxiway A Lighting - Construction</td>
<td>No</td>
<td>127622</td>
<td>Sponsor Review</td>
<td>$0</td>
<td>$0</td>
<td>$1,770,800</td>
<td>$46,600</td>
<td>$46,600</td>
</tr>
</tbody>
</table>

### Final ACIP due to MDOT AERO/FAA: 1/18/19

**Final justifications:** Provide as much detail as possible

- **Markings for Part 139 Compliance. Need Letter per FAA/MDOT.**
- **Emergency generator needed for backup in electrical outage situation. See full justification for more information.**
- **A planning study for the Rehabilitation of Taxiway A Pavement Reconstruction is needed to analyze the effects of the shifting of Taxiway A. The existing center-to-center distance of this parallel taxiway to the runway is 350’, so it is proposed to move the taxiway to the standard 400’ center-to-center separation as part of this project and also to reduce the width from 75’ to 50’ with the proper radii and fillets.**
- **Emergency generator needed for backup in electrical outage situation. See full justification for more information.**
- **Taxiway A, the parallel taxiway for Runway 6/24, has pavement that requires reconstruction. The pavement was last rehabilitated in 1987, and the PCI in 2017 was reported as 59. The existing center-to-center distance of this parallel taxiway to the runway is 350’, which does not meet current FAA design criteria. It is proposed to move the taxiway to the standard 400’ center-to-center separation as part of this project and also to reduce the width from 75’ to 50’ with the standard radii and fillets. The existing pavement will be removed, and subgrade will be prepared in the new location. It is assumed that the full pavement section will need to be removed and replaced.**
- **The existing taxiway lighting system was installed in 1985. Since it is proposed to move the taxiway to standard separation, width and geometrics, rehabilitation of taxiway lighting will have to be concurrent with reconstruction of the taxiway pavement. It is proposed to install new cable in conduit, along with new LED lights and vault equipment and relocate and rehab taxiway signs to LED as part of this project.**
- **The existing center-to-center distance of this parallel taxiway to the runway is 350’, which does not meet current FAA design criteria. It is proposed to move the taxiway to the standard 400’ center-to-center separation as part of this project and also to reduce the width from 75’ to 50’ with the standard radii and fillets. The existing pavement will be removed, and subgrade will be prepared in the new location. It is assumed that the full pavement section will need to be removed and replaced.**
- **The current lighting system for Taxiway A was installed in 1985 and has exceeded its useful life. The existing center-to-center distance of this parallel taxiway to the runway is 350’, which does not meet the current FAA design criteria. It is proposed to move the taxiway to the standard 400’ center-to-center separation as part of this project and also to reduce the width from 75’ to 50’ with the standard radii and fillets. With the change in geometry the lighting locations will change. This lighting system will include new cable in conduit, edge lights, vault equipment, and relocation of existing signs.**

---

Page 87
### MICHIGAN STATE BLOCK GRANT PROGRAM

**FIVE-YEAR AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP) FY-2019 to FY-2023**

<table>
<thead>
<tr>
<th>Development Year</th>
<th>Project Description</th>
<th>Shown on ALP? (Yes or No)</th>
<th>Concept Number</th>
<th>Current Status</th>
<th>Federal Entitlement</th>
<th>Federal Apportionment</th>
<th>Federal Discretionary</th>
<th>State</th>
<th>Local</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>Rehab. Runway 14/32 and Runway 6/24 (Remark) - Construction</td>
<td>Yes</td>
<td>12635</td>
<td>Sponsor Review</td>
<td>$304,950</td>
<td>$0</td>
<td>$0</td>
<td>$8,025</td>
<td>$8,025</td>
<td>$321,000</td>
</tr>
<tr>
<td></td>
<td>2022</td>
<td>Rehab. Taxiways B, C, D, E, F, G, H, J, K, Taxi lanes, Aprons (Remark) - Construction</td>
<td>Yes</td>
<td>200665</td>
<td>Sponsor Review</td>
<td>$93,100</td>
<td>$0</td>
<td>$0</td>
<td>$2,450</td>
<td>$2,450</td>
</tr>
<tr>
<td>2022</td>
<td>Obstructions (Remove for Runway 6/24 Standards)</td>
<td>Yes</td>
<td>121651</td>
<td>Draft ACIP to MDOT</td>
<td>$97,650</td>
<td>$0</td>
<td>$1</td>
<td>$2,575</td>
<td>$2,575</td>
<td>$100,000</td>
</tr>
<tr>
<td>2022</td>
<td>Rehab. Runway 14/32 (Crack Repair) - Construction</td>
<td>Yes</td>
<td>202794</td>
<td>Sponsor Review</td>
<td>$47,500</td>
<td>$0</td>
<td>$0</td>
<td>$1,250</td>
<td>$1,250</td>
<td>$50,000</td>
</tr>
<tr>
<td>2022</td>
<td>Rehab. Taxiways B, C, D, E, F, G, H, J, K, Taxi lanes, Aprons (Crack Repair) - Construction</td>
<td>Yes</td>
<td>202795</td>
<td>Sponsor Review</td>
<td>$47,500</td>
<td>$0</td>
<td>$0</td>
<td>$1,250</td>
<td>$1,250</td>
<td>$50,000</td>
</tr>
<tr>
<td>2023</td>
<td>SRE (Multi-unit with Broom, Blower, and Plow)</td>
<td>n/a</td>
<td>126347</td>
<td>Sponsor Review</td>
<td>$950,000</td>
<td>$0</td>
<td>$0</td>
<td>$25,000</td>
<td>$25,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>2023</td>
<td>Acquire Land (Runway 6/24 Standards)</td>
<td>Yes</td>
<td>121649</td>
<td>Sponsor Review</td>
<td>$372,400</td>
<td>$0</td>
<td>$0</td>
<td>$9,800</td>
<td>$9,800</td>
<td>$390,000</td>
</tr>
<tr>
<td>2023</td>
<td>North GA Ramp Pavement Rehab (Design)</td>
<td>Yes</td>
<td>121645</td>
<td>Sponsor Review</td>
<td>$86,700</td>
<td>$8,300</td>
<td>$0</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

#### REMARKS/ITEM JUSTIFICATION
- **2022**
  - Rehab. Runway 14/32 and Runway 6/24 (Remark) - Construction
  - Completion: Yes
  - Sponsor Review: $304,950
  - Federal Entitlement: $304,950
  - Federal Apportionment: $0
  - Federal Discretionary: $8,025
  - Total: $321,000
  - Remarks: Markings for Part 139 Compliance.

- **2022**
  - Rehab. Taxiways B, C, D, E, F, G, H, J, K, Taxi lanes, Aprons (Remark) - Construction
  - Completion: Yes
  - Sponsor Review: $93,100
  - Federal Entitlement: $93,100
  - Federal Apportionment: $0
  - Federal Discretionary: $2,450
  - Total: $98,000
  - Remarks: Markings for Part 139 Compliance.

- **2022**
  - Obstructions (Remove for Runway 6/24 Standards)
  - Completion: Yes
  - Sponsor Review: Draft ACIP to MDOT
  - Federal Entitlement: $97,650
  - Federal Apportionment: $0
  - Federal Discretionary: $2,575
  - Total: $100,000
  - Remarks: Obstructions (trees) on avigation easements to be acquired in 2022 exist in the approaches to both runways. Obstructions will be removed to maintain clear approaches. Obstruction removal will be completed and reimbursed in a 2022 grant.

- **2022**
  - Rehab. Runway 14/32 (Crack Repair) - Construction
  - Completion: Yes
  - Sponsor Review: $47,500
  - Federal Entitlement: $47,500
  - Federal Apportionment: $0
  - Federal Discretionary: $1,250
  - Total: $50,000
  - Remarks: Maintain/Extend pavement life.

- **2022**
  - Rehab. Taxiways B, C, D, E, F, G, H, J, K, Taxi lanes, Aprons (Crack Repair) - Construction
  - Completion: Yes
  - Sponsor Review: $47,500
  - Federal Entitlement: $47,500
  - Federal Apportionment: $0
  - Federal Discretionary: $1,250
  - Total: $50,000
  - Remarks: Maintain/Extend pavement life.

- **2023**
  - SRE (Multi-unit with Broom, Blower, and Plow)
  - completion: n/a
  - Sponsor Review: $950,000
  - Federal Entitlement: $950,000
  - Federal Apportionment: $0
  - Federal Discretionary: $25,000
  - Total: $1,000,000
  - Remarks: Required for Part 139 Snow & Ice Control Plan.

- **2023**
  - Acquire Land (Runway 6/24 Standards)
  - Completion: Yes
  - Sponsor Review: $372,400
  - Federal Entitlement: $372,400
  - Federal Apportionment: $0
  - Federal Discretionary: $9,800
  - Total: $390,000
  - Remarks: An existing parcel of land with obstructions is within the 24 RPZ and will be controlled by easement or purchase. (Petrie Avenue (27-333-001-0015-00)). One additional parcel within the Runway 6 approach with obstructions has been identified for easements. (Porter Road 27-119-100-0021-00).

- **2023**
  - North GA Ramp Pavement Rehab (Design)
  - Completion: Yes
  - Sponsor Review: $86,700
  - Federal Entitlement: $86,700
  - Federal Apportionment: $0
  - Federal Discretionary: $2,500
  - Total: $100,000
  - Remarks: During the most recent PCI study, the north general aviation apron and taxi lanes were given PCIs ranging from 42-82. Exact limits of this project will need to be determined, and some areas may need to be reconstructed while other areas may only require a rehabilitation.
### Probable Project Cost

**Muskegon County Airport**  
**Muskegon, Michigan**  
**Rehab. Runway 14-32 (Remark)**  
**01/10/19**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FAA NO.</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-620</td>
<td>Runway &amp; Taxiway Markings</td>
<td>151,300</td>
<td>SF</td>
<td>$1.00</td>
<td>$151,300.00</td>
</tr>
</tbody>
</table>

**Total Construction Cost**  
$151,300.00

**Total Project Cost**  
$151,300.00
## Probable Project Cost

**Muskegon County Airport**  
Muskegon, Michigan  
01/10/19  

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>FAA SPEC</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-620</td>
<td>Runway &amp; Taxiway Markings</td>
<td>116,200</td>
<td>SF</td>
<td>$1.00</td>
<td>$116,200.00</td>
</tr>
</tbody>
</table>

**Total Construction Cost**  
$116,200.00  

**Total Project Cost**  
$116,200.00
## PROBABLE PROJECT COST

**MUSKEGON COUNTY AIRPORT**  
**MUSKEGON, MICHIGAN**  
**EMERGENCY GENERATOR**  
**01/10/19**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>FAA NO</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L-108</td>
<td>BACKUP GENERATOR</td>
<td>1</td>
<td>LS</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>2</td>
<td>F-162</td>
<td>CHAIN LINK FENCE</td>
<td>100</td>
<td>LF</td>
<td>$40.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>3</td>
<td>M-100</td>
<td>MAINTENANCE AND PROTECTION OF TRAFFIC</td>
<td>1</td>
<td>LS</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>4</td>
<td>M-150</td>
<td>PROJECT SURVEY &amp; STAKEOUT</td>
<td>1</td>
<td>LS</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>5</td>
<td>M-200</td>
<td>MOBILIZATION (4%+/-)</td>
<td>1</td>
<td>LS</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

**TOTAL CONSTRUCTION COST**  
$101,000.00

**DESIGN ENGINEERING & ADMINISTRATION**  
$15,000.00

**CONSTRUCTION INSPECTION & ADMINISTRATION**  
$15,000.00

**TOTAL PROJECT COST**  
$131,000.00
**Concept (Project) Narrative and Justification Sheet for Airport Capital Improvement Program (ACIP)**

<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2019</td>
</tr>
</tbody>
</table>

**Concept(s) Description**
Emergency Generator

**Concept(s) Narrative/Justification** (see guidance on preparing your project’s justification)

This project includes replacement of the existing emergency stand-by generator. The new generator will be sized to provide emergency power to AIP eligible airside infrastructure during periods when normal power is lost. The new emergency generator installation will include the generator set, transfer switch, fuel tank, and all associated electrical components necessary for a complete new operating emergency power system. The new system will be a fixed installation installed outside of the existing airfield lighting vault building. This project is eligible per the requirements of FAA Order 5100.38D, Airport Improvement Program (AIP) Handbook, Appendix M, Table M-1, c., (3), (4), and (5). As required, funding for this portion of the project will be from the airport’s available entitlement funds.

See next page for additional information.

**PCI Information** for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALP Verification** (Please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES</td>
<td>April 2010</td>
<td></td>
</tr>
<tr>
<td>☐ NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date(s) of Approved Update(s)

**Comments**

ALP Note: If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.
The existing emergency generator system is no longer reliable. It was originally installed in the 1980's, is more than 30 years old and beyond its intended service life. In September of this year the generator broke down and needed emergency repairs. Spare parts needed for the generator system are no longer readily available making repairs time consuming, expensive, and overall very difficult. During periods when the generator is inoperable and under repair the airport is without emergency power resulting in significant safety concerns. Additionally, the existing fuel tank does not meet current State of Michigan code requirements. Considering the age and unreliability of the existing system replacement is justified and recommended.
## Concept (Project) Narrative and Justification Sheet for Airport Capital Improvement Program (ACIP)

<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2020</td>
</tr>
</tbody>
</table>

### Concept(s) Description
Acquire Equipment (Power Vacuum Sweeper for Foreign Object Debris (FOD))

### Concept(s) Narrative/Justification
(see guidance on preparing your project’s justification)

This project is eligible per the AIP Handbook, Table L-2, Safety and Security Equipment Project Requirements. The airport is requesting ADO concurrence to purchase a regenerative air sweeper for safety reasons. Muskegon does not currently own a dedicated airfield sweeper; instead it uses a combination of the larger SRE broom and a smaller SRE broom sweeper. The use of a non-sweeper broom is not as effective as a dedicated vacuum-type sweeper. In addition, the main runway will be grooved as part of a pavement rehabilitation project requiring a vacuum sweeper to remove debris from the grooves.

### PCI Information
for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ALP Verification
(please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES</td>
<td>April 2010</td>
<td></td>
</tr>
<tr>
<td>☐ NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date(s) of Approved Update(s)

### Comments

ALP Note: If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.
## PROBABLE PROJECT COST

**MUSKEGON COUNTY AIRPORT**  
**MUSKEGON, MICHIGAN**  
**TAXIWAY A RECONSTRUCTION - PAVEMENT (STANDARD 400' SEPARATION)**  

**01/21/19**

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>FAA SPEC</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-101</td>
<td>AC PAVEMENT REMOVAL</td>
<td>85,000</td>
<td>SY</td>
<td>$4.00</td>
<td>$340,000.00</td>
</tr>
<tr>
<td>2</td>
<td>P-152</td>
<td>UNCLASSIFIED EXCAVATION</td>
<td>144,000</td>
<td>CY</td>
<td>$12.00</td>
<td>$1,728,000.00</td>
</tr>
<tr>
<td>3</td>
<td>P-154</td>
<td>SUBBASE COURSE</td>
<td>9,500</td>
<td>CY</td>
<td>$15.00</td>
<td>$142,500.00</td>
</tr>
<tr>
<td>4</td>
<td>P-156</td>
<td>COMPLIANCE W/POLLUTION, EROSION &amp; SILTATION CTRL.</td>
<td>1</td>
<td>LS</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>5</td>
<td>P-209</td>
<td>CRUSHED AGGREGATE BASE COURSE</td>
<td>13,800</td>
<td>CY</td>
<td>$60.00</td>
<td>$828,000.00</td>
</tr>
<tr>
<td>6</td>
<td>P-401</td>
<td>BITUMINOUS SURFACE COURSE, GRADATION 1</td>
<td>20,500</td>
<td>TON</td>
<td>$90.00</td>
<td>$1,845,000.00</td>
</tr>
<tr>
<td>7</td>
<td>P-601</td>
<td>JOINT SEALING</td>
<td>6,400</td>
<td>LF</td>
<td>$6.00</td>
<td>$38,400.00</td>
</tr>
<tr>
<td>8</td>
<td>P-603</td>
<td>BITUMINOUS TACK COAT</td>
<td>10,000</td>
<td>GAL</td>
<td>$3.00</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>9</td>
<td>P-612</td>
<td>FIELD OFFICE</td>
<td>1</td>
<td>LS</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>10</td>
<td>P-620</td>
<td>RUNWAY &amp; TAXIWAY MARKINGS</td>
<td>26,800</td>
<td>SF</td>
<td>$1.50</td>
<td>$40,200.00</td>
</tr>
<tr>
<td>11</td>
<td>P-620</td>
<td>INTERIM MARKINGS</td>
<td>26,800</td>
<td>SF</td>
<td>$1.00</td>
<td>$26,800.00</td>
</tr>
<tr>
<td>12</td>
<td>D-701</td>
<td>DRAINAGE ITEMS</td>
<td>1</td>
<td>LS</td>
<td>$200,000.00</td>
<td>$200,000.00</td>
</tr>
<tr>
<td>13</td>
<td>T-902</td>
<td>TOPSOIL, SEED AND MULCH</td>
<td>60</td>
<td>AC</td>
<td>$2,500.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>14</td>
<td>M-100</td>
<td>MAINTENANCE AND PROTECTION OF TRAFFIC</td>
<td>1</td>
<td>LS</td>
<td>$250,000.00</td>
<td>$250,000.00</td>
</tr>
<tr>
<td>15</td>
<td>M-150</td>
<td>PROJECT SURVEY &amp; STAKEOUT</td>
<td>1</td>
<td>LS</td>
<td>$150,000.00</td>
<td>$150,000.00</td>
</tr>
<tr>
<td>16</td>
<td>M-200</td>
<td>MOBILIZATION</td>
<td>1</td>
<td>LS</td>
<td>$370,000.00</td>
<td>$370,000.00</td>
</tr>
</tbody>
</table>

**TOTAL CONSTRUCTION COST**  
$6,209,000.00

**COST ESCALATION (2%+/- PER YEAR)**  
$248,000.00

**DESIGN PLANNING STUDY**  
$100,000.00

**DESIGN ENGINEERING & ADMINISTRATION**  
$517,000.00

**CONSTRUCTION INSPECTION & ADMINISTRATION**  
$775,000.00

**TOTAL PROJECT COST**  
$7,849,000.00
<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2020-2021</td>
</tr>
</tbody>
</table>

**Concept(s) Description**
Taxiway A Pavement Reconstruction

**Concept(s) Narrative/Justification** (see guidance on preparing your project’s justification)
Taxiway A, the parallel taxiway for Runway 6/24, has pavement that requires reconstruction. The pavement was last rehabilitated in 1987, and the PCI in 2017 was reported as 59. The existing center-to-center distance of this parallel taxiway to the runway is 350', which does not meet current FAA design criteria. It is proposed to move the taxiway to the standard 400' center-to-center separation as part of this project and also to reduce the width from 75' to 50' with the standard radii and fillets. The existing pavement will be removed, and subgrade will be prepared in the new location. It is assumed that the full pavement section will need to be removed and replaced.

**PCI Information** for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>TWAMK-10</td>
<td>2017</td>
<td>59</td>
</tr>
</tbody>
</table>

**ALP Verification** (Please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES ☐ NO ☐ N/A</td>
<td>April 2010</td>
<td>3</td>
</tr>
</tbody>
</table>

**Date(s) of Approved Update(s)**

**Comments**
The current ALP has a waiver for the existing taxiway/runway separation distance. The ALP would need to be updated to show the standard distance.

**ALP Note:** If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.
### Probable Project Cost

**Muskegon County Airport**
**Muskegon, Michigan**

**Taxiway A Reconstruction Lighting (Standard 400’ Separation)**

**01/21/19**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>FAA</th>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>L-108</td>
<td>No. 8 AWG, 5KV, 1/C Airfield Lighting Cable</td>
<td>35,000</td>
<td>LF</td>
<td>$1.50</td>
<td>$52,500.00</td>
</tr>
<tr>
<td>2</td>
<td>L-108</td>
<td>Counterpoise Wire and Trench</td>
<td>25,000</td>
<td>LF</td>
<td>$2.50</td>
<td>$62,500.00</td>
</tr>
<tr>
<td>3</td>
<td>L-109</td>
<td>Airport Electric Vault Equipment</td>
<td>1</td>
<td>LS</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>4</td>
<td>L-110</td>
<td>4-Way Concrete Duct Bank</td>
<td>1,350</td>
<td>LF</td>
<td>$80.00</td>
<td>$108,000.00</td>
</tr>
<tr>
<td>5</td>
<td>L-110</td>
<td>2-Inch Dia. PVC Conduit in Turf</td>
<td>25,000</td>
<td>LF</td>
<td>$12.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>6</td>
<td>L-115</td>
<td>Airfield Electrical Junction Can</td>
<td>20</td>
<td>EACH</td>
<td>$1,200.00</td>
<td>$24,000.00</td>
</tr>
<tr>
<td>7</td>
<td>L-115</td>
<td>Electrical Manhole</td>
<td>30</td>
<td>EACH</td>
<td>$7,500.00</td>
<td>$225,000.00</td>
</tr>
<tr>
<td>8</td>
<td>L-125</td>
<td>Medium Intensity LED T/W Light, Base Mounted</td>
<td>200</td>
<td>EACH</td>
<td>$1,500.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>9</td>
<td>L-125</td>
<td>Taxiway Guidance Sign (LED)</td>
<td>46</td>
<td>EACH</td>
<td>$5,000.00</td>
<td>$230,000.00</td>
</tr>
<tr>
<td>10</td>
<td>L-125</td>
<td>Guidance Sign Removal</td>
<td>46</td>
<td>EACH</td>
<td>$500.00</td>
<td>$23,000.00</td>
</tr>
<tr>
<td>11</td>
<td>M-100</td>
<td>Maintenance and Protection of Traffic</td>
<td>1</td>
<td>LS</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
</tr>
<tr>
<td>12</td>
<td>M-150</td>
<td>Project Survey &amp; Stakeout</td>
<td>1</td>
<td>LS</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>13</td>
<td>M-200</td>
<td>Mobilization</td>
<td>1</td>
<td>LS</td>
<td>$120,000.00</td>
<td>$120,000.00</td>
</tr>
</tbody>
</table>

**Total Construction Cost**
$1,600,000.00

**Cost Escalation (2% +/- per year)**
$64,000.00

**Design Planning Study** (See Taxiway A Reconstruction Estimate)
- Design Engineering & Administration: $133,000.00
- Construction Inspection & Administration: $200,000.00

**Total Project Cost**
$1,997,000.00
## Concept (Project) Narrative and Justification Sheet for Airport Capital Improvement Program (ACIP)

<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2020-2021</td>
</tr>
</tbody>
</table>

### Concept(s) Description
Taxiway A Lighting Installation

### Concept(s) Narrative/Justification
(see guidance on preparing your project’s justification)

The current lighting system for Taxiway A was installed in 1985 and has exceeded its useful life. The existing center-to-center distance of this parallel taxiway to the runway is 350', which does not meet the current FAA design criteria. It is proposed to move the taxiway to the standard 400' center-to-center separation as part of this project and also to reduce the width from 75' to 50' with the standard radii and fillets. With the change in geometry the lighting locations will change. The lighting system will include new cable in conduit, edge lights, vault equipment, and relocation of existing signs.

### PCI Information
for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ALP Verification
(please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES ☐ NO ☐ N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date(s) of Approved Update(s)**

**Comments**
The current ALP has a waiver for the existing taxiway/runway separation distance. The ALP would need to be updated to show the standard distance.

**ALP Note:** If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.
# Probable Project Cost

**Muskegon County Airport**  
Muskegon, Michigan  
Rehab. Runway 14-32 & Runway 6-24 (Remark)  
01/10/19

<table>
<thead>
<tr>
<th>Item No</th>
<th>FAA Spec</th>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-620</td>
<td>Runway &amp; Taxiway Markings</td>
<td>302,500</td>
<td>SF</td>
<td>$1.00</td>
<td>$302,500</td>
</tr>
</tbody>
</table>

**Total Construction Cost**  
$303,000.00

**Cost Escalation (2% +/- per year)**  
$18,000.00

**Total Project Cost**  
$321,000.00
## Probable Project Cost

**Muskegon County Airport**  
Muskegon, Michigan  
01/10/19

<table>
<thead>
<tr>
<th>ITEM</th>
<th>FAA NO.</th>
<th>SPEC</th>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>P-620</td>
<td></td>
<td>Runway &amp; Taxiway Markings</td>
<td>92,400</td>
<td>SF</td>
<td>$1.00</td>
<td>$92,400.00</td>
</tr>
</tbody>
</table>

**Total Construction Cost**  
$92,000.00

**Cost Escalation (2% +/- per year)**  
$6,000.00

**Total Project Cost**  
$98,000.00
## Probable Project Cost

**Muskegon County Airport**  
Muskegon, Michigan  
Obstruction Removal  
Federal Funding  

**01/10/19**

### Item FAA Description  
**Quantity** | **Units** | **Unit Price** | **Total**
---|---|---|---
1 | P-151 | TREE REMOVAL - AREA 2 | 16.00 | Trees | $1,200.00 | $19,200.00
2 | P-151 | CLEARING AND GRUBBING - AREA 4 | 0.60 | Acres | $8,000.00 | $4,800.00
3 | P-151 | CLEARING AND GRUBBING - AREA 5 | 2.00 | Acres | $8,000.00 | $16,000.00
4 | P-151 | CLEARING AND GRUBBING - AREA 10 | 0.40 | Acres | $8,000.00 | $3,200.00
5 | P-151 | CLEARING AND GRUBBING - AREA 11 | 0.10 | Acres | $8,000.00 | $800.00
6 | P-151 | CLEARING AND GRUBBING - AREA 12 | 0.50 | Acres | $8,000.00 | $4,000.00
7 | M-100 | MAINTENANCE AND PROTECTION OF TRAFFIC | 1 | LS | $10,000.00 | $10,000.00
8 | M-150 | PROJECT SURVEY & STAKEOUT | 1 | LS | $10,000.00 | $10,000.00
9 | M-200 | MOBILIZATION | 1 | LS | $15,000.00 | $15,000.00

**Total Construction Cost**  
$83,000.00

**Design Engineering & Administration**  
$9,000.00

**Construction Inspection & Administration**  
$11,000.00

**Total Project Cost**  
$103,000.00
## Concept (Project) Narrative and Justification Sheet for Airport Capital Improvement Program (ACIP)

<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2022</td>
</tr>
</tbody>
</table>

### Concept(s) Description
Obstruction Removal - Runway 6/24 Approach

### Concept(s) Narrative/Justification
(see guidance on preparing your project’s justification)

Federal funds were previously used to obtain easements and to clear out obstructions on the parcels noted in the location sketch. Now many new obstructions have grown into the approach since that original project. Per easement legal requirements, these obstructions are not to be removed until they are classified as an obstructions based upon the definition of an easement. An inquiry was sent to the FAA to determine if the obstruction removals on the existing easements were eligible for funding. FAA determined that they were not. Consequently, this leads to an increase in cost to the county to maintain these approaches. Due to the age of the easements, the clearing and trimming of trees will become a reoccurring and ongoing project to the county for many years to come. There are new easements that will also need to be obtained, as a result of new obstructions that have surfaced in the recent past. The eligibility of these new easements are described in this location sketch of this concept.

### PCI Information
for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ALP Verification
(please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES ☐ NO ☐ N/A</td>
<td>April 2010</td>
<td></td>
</tr>
</tbody>
</table>

### Date(s) of Approved Update(s)

### Comments

ALP Note: If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.
# Probable Project Cost

**Muskegon County Airport**  
Muskegon, Michigan  
Acquire Land (Runway 6-24 Standards)  
01/10/19

<table>
<thead>
<tr>
<th>Item</th>
<th>FAA No.</th>
<th>Spec</th>
<th>Description</th>
<th>Quantity</th>
<th>Units</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>N/A</td>
<td></td>
<td>Petrie Ave - Acquisition</td>
<td>1</td>
<td>LS</td>
<td>$285,000.00</td>
<td>$285,000.00</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td></td>
<td>Porter Road - Easement</td>
<td>1</td>
<td>LS</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
</tr>
<tr>
<td>3</td>
<td>N/A</td>
<td></td>
<td>Land Acquisition Consultant</td>
<td>1</td>
<td>LS</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
</tbody>
</table>

Total Construction Cost: $370,000.00  
Cost Escalation (2% +/- Per Year): $22,000.00

**Total Project Cost:** $392,000.00
**Concept (Project) Narrative and Justification Sheet for Airport Capital Improvement Program (ACIP)**

<table>
<thead>
<tr>
<th>Airport and Associated City</th>
<th>Concept(s) Development Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Muskegon County Airport, Muskegon MI</td>
<td>2023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concept(s) Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACQUIRE LAND (RUNWAY 6-24 STANDARDS) - Land Acquisition</td>
</tr>
</tbody>
</table>

**Concept(s) Narrative/Justification** (see guidance on preparing your project’s justification)

An existing parcel of land with obstructions is within the 24 RPZ and will be purchased. (Petrie Avenue (27-333-001-0015-00)) One additional parcel within the Runway 6 approach with obstructions has been identified for easements. (Porter Road 27-119-100-0021-00)

**PCI Information** for pavement rehabilitation (Please provide PCI rating(s) and year surveyed for proposed project)

<table>
<thead>
<tr>
<th>Section</th>
<th>Date of PCI Survey</th>
<th>PCI Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALP Verification** (Please provide date of approved ALP and applicable sheet number(s) where proposed project is located)

<table>
<thead>
<tr>
<th>Verify Project is on ALP</th>
<th>Date of Original FAA Approved ALP</th>
<th>Sheet Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ YES</td>
<td>May 2014</td>
<td></td>
</tr>
<tr>
<td>☐ NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ N/A</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date(s) of Approved Update(s)**

**Comments**

ALP Note: If not on Airport Layout Plan (ALP), project cannot be programmed until the proposed development, if applicable is on an approved ALP.