

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
 MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

Present:

- Gary Merrell, President
- Barb Lewis, Vice President
- Ken O'Brien, Commissioner

- 9:45 AM Reconvening Of Public Hearing For Consideration Of The Vacation Of An Unused Portion Of The Right Of Way Of County Road 13 (Olde Worthington Road) In Orange Township Delaware County, Ohio
- 9:50 AM Public Hearing On Petition For The Establishment Of The Berkshire Landing New Community Authority As A New Community Authority

RESOLUTION NO. 15-127

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD FEBRUARY 2, 2015:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on February 2, 2015; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

PUBLIC COMMENT

ELECTED OFFICIAL COMMENT

RESOLUTION NO. 15-128

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0204:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0204 and Purchase Orders as listed below:

<u>Vendor</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>		
PO' Increase					
Motion Industries	Gearbox for fine Screen Alum Creek	66211904-5450	\$ 6,575.00		
PR Number	Vendor Name	Line Desc	Line Account	Line Amount	Line Number
R1501991	EMBRACING AUTISM INC	PROFESSIONAL SERVICES	22511607 - 5342	\$30,000.00	0001
R1501995	FACILITIES	POSTAGE	22411605 - 5331	\$33,450.00	0001
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211903 - 5292	\$ 6,000.00	0001
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211904 - 5292	\$ 6,000.00	0002
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211906 - 5292	\$ 5,000.00	0003

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211907 - 5292	\$10,000.00	0004
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211908 - 5292	\$ 1,500.00	0005
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211909 - 5292	\$ 1,500.00	0006
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211910 - 5292	\$ 2,500.00	0007
R1501999	NEENAH FOUNDRY CO	SEWER PARTS - ADJUSTING RINGS TO RAISE MANHOLES	66211911 - 5292	\$15,000.00	0008
R1502014	MOTOROLA SOLUTIONS INC	19 MOTOROLA RADIOS	21411306 - 5260	\$62,448.00	0001
R1502052	STUART DEAN CO INC	91 N SANDUSKY - TERRRAZZO SEALING	40111402 - 5328	\$10,000.00	0001

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 15-129

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

The Director of Administrative Services is requesting that Daniel James attend an Euthanasia by Injection Certification at the Wyandot County Humane Society from March 24-25, 2015 at the cost of \$150.00 (fund number 20411305).

The Interim Director of Emergency Communications is requesting that Catharine Dobyns attend a Suicide Intervention class in Dublin, OH on April 9, 2015 at the cost of \$199.00 (fund number 21411306).

The Interim Director of Emergency Communications is requesting that Katrina Nicholl attend a 'Lessons learned from the Denise Amber Lee Case' in Dublin, OH on April 10, 2015 at the cost of \$129.00 (fund number 21411306).

The County Administrator is requesting to attend an Ohio City/County Management Conference in Columbus, OH from February 26-27, 2015 at the cost of \$250.00 (fund number 10011102).

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-130

IN THE MATTER OF A TRANSFER LIQUOR LICENSE REQUEST FROM SAIM, INC TO HAMZA BUSINESS, INC. (DBA RED BANK FOOD AND BEVERAGE) AND FORWARDING TO THE OHIO DIVISION OF LIQUOR CONTROL WITH NO OBJECTIONS AND NO REQUEST FOR A HEARING:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following resolution:

Whereas, the Ohio Division of Liquor Control has notified both the Delaware County Board of Commissioners and the Genoa Township Trustees that Saim, Inc has requested a transfer permit to Hamza Business, Inc located at 7001 Sunbury Road, Suite A, Westerville, OH 43082 and

Whereas, the Delaware County Board of Commissioners has found no reason to file an objection,

Therefore Be it Resolved, The Clerk of the Board shall complete the necessary forms and notify the Ohio Division of Liquor Control that no objections are made and no hearing is requested by this Board of County Commissioners.

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

RESOLUTION NO. 15-131

IN THE MATTER OF ACCEPTANCE OF THE SANITARY SEWERS FOR GREENS AT THE

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

VILLAGE AT BALE KENYON PHASES 3 & 5:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, the construction of new sanitary sewers at The Village at Bale Kenyon Phases 3 & 5 have been completed to meet sewer district requirements; and

Whereas, the sewer district has received the necessary items required by the subdivider's agreement; and

Whereas, the Director of Environmental Services recommends accepting sanitary sewers for ownership, operation, and maintenance by Delaware County as follows:

The Village at Bale Kenyon Phases 3 & 5	578' feet of 8- inch sewer	\$29,361.09
	2 ea. - manhole	\$3,955.00

Now, therefore, be it resolved, by the Board of County Commissioners, Delaware County, Ohio:

Section 1. The Board hereby approves and accepts the above sanitary sewer improvements for ownership, operation, and maintenance by the Delaware County Sewer District.

Section 2. The Board hereby releases any Bond, certified check, irrevocable letter of credit, or other approved financial warranties executed to insure faithful performance for construction of the above sanitary sewer improvements, if applicable.

Vote on Motion Mrs. Lewis Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 15-132

IN THE MATTER OF APPROVING THE SANITARY SUBDIVIDER'S AGREEMENT FOR SANCTUARY AT THE LAKES SECTION 4 PART 2, SECTION 5 PART 1 AND SECTION 5 PART 2:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, the Director of Environmental Services recommends approval of the Sanitary Subdivider's agreement:

Therefore, Be It Resolved the Board of Commissioners approve the Sanitary Subdivider's Agreement for Sanctuary at the Lakes Section 4 Part 2, Section 5 Part 1 and Section 5 Part 2:

SUBDIVIDER'S AGREEMENT
DELAWARE COUNTY SANITARY ENGINEER

THIS AGREEMENT executed on this 5th day of February, 2015 by and between **M/I HOMES, INC.** herein after called "SUBDIVIDER", and the BOARD OF COUNTY COMMISSIONERS of Delaware County, Ohio, as evidenced by the **Sanctuary at the Lakes Section 4 Part 2, Section 5 Part 1, and Section 5 Part 2** subdivision plat(s) filed or to be filed with the Delaware County Recorder, Delaware County, Ohio, is governed by the following considerations and conditions, to wit:

There are **5** single family residential equivalent connections approved for Sanctuary at the Lakes Section 4, Part 2 with this AGREEMENT.

There are **20** single family residential equivalent connections approved for Sanctuary at the Lakes Section 5, Part 1 with this AGREEMENT.

There are **10** single family residential equivalent connections approved for Sanctuary at the Lakes Section 5, Part 2 with this AGREEMENT.

Capacity shall be reserved for one year from the date of this AGREEMENT, unless the COUNTY COMMISSIONERS grant an extension in writing. Capacity is not guaranteed for the various Section(s) until the final Subdivision Plat(s) for the various sections are recorded. If the final Subdivision Plat(s) are not recorded prior to expiration of the reservation deadline as set forth herein, the SUBDIVIDER agrees and acknowledges that capacity shall not be guaranteed.

Said SUBDIVIDER is to construct, install or otherwise make all public IMPROVEMENTS shown and set forth to be done and performed in compliance with the approved engineering drawings and specifications for **Sanctuary at the Lakes Section 4 Part 2, Section 5 Part 1, and Section 5 Part 2**, all of which are a part of this AGREEMENT, and in accordance with the Subdivision Regulations of Delaware County, Ohio. The SUBDIVIDER shall pay the entire cost and expense of said IMPROVEMENTS. The

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

estimated cost of construction is **\$378,258.13** (combined for Section 4, Part 2; Section 5, Part 1; and Section 5, Part 2).

SUBDIVIDER acknowledges and agrees that construction must proceed prior to recording the plat(s) due to the need to abandon portions of an existing trunk sewer and vacating its associated easement.

No approved financial warranties are necessary until such time as SUBDIVIDER elects to record the plat(s), which may only occur upon the Sanitary Engineer's written determination that recordation is acceptable based on the remaining construction to be completed. At that time, the SUBDIVIDER shall execute Bond, certified check, irrevocable letter of credit, or other approved financial warranties equal to the cost of construction remaining to be completed as determined by the SANITARY ENGINEER. Notwithstanding any other provision of this Agreement, the COUNTY shall have no obligation to construct any improvements contemplated herein, and any construction thereof on the part of the COUNTY shall be strictly permissive and within the COUNTY's sole discretion.

The SUBDIVIDER shall indemnify and save harmless the County, Townships and/or Villages and all of their officials, employees and agents from all claims, suits, actions and proceedings which may originate from or on account of any death, injuries or damages to persons or property received or sustained as a consequence of any action, or omissions of the SUBDIVIDER, and any of its contractors or sub-contractors, or from any material, method or explosive used in said work or by or on account of any accident caused by negligence or any other act or omission of SUBDIVIDER, and any of its contractors or the contractors' agents or employees.

All public improvement construction shall be performed within one (1) year from the date of the approval of this AGREEMENT by the COUNTY COMMISSIONERS, but extension of time may be granted if approved by the COUNTY COMMISSIONERS.

The SUBDIVIDER shall have a competent representative who is familiar with the project on site during construction. The representative shall be capable of reading the plans and specifications and shall have authority to execute the plans and specifications and alterations required by the COUNTY. The representative shall be replaced by the SUBDIVIDER, when in the opinion of the COUNTY, the representative's performance is deemed inadequate.

The SUBDIVIDER further agrees that any violations of or noncompliance with any of the provisions and stipulations of this AGREEMENT shall constitute a breach of contract, and the COUNTY shall have the right to stop work forthwith and act against the performance surety for the purpose of proper completion of the public IMPROVEMENTS within this Subdivision.

Should the SUBDIVIDER become unable to carry out the provisions of this AGREEMENT, the SUBDIVIDER'S heirs, successors or assigns shall complete and comply with all applicable terms, conditions, provisions, and requirements of this AGREEMENT.

SANITARY SEWER CONSTRUCTION

It is further agreed that upon execution of this AGREEMENT, the SUBDIVIDER shall pay the DELAWARE COUNTY SANITARY ENGINEER three and one-half percent (3½%) of the estimated construction cost of the IMPROVEMENTS for plan review (**\$13,239.03**). The SUBDIVIDER shall also deposit with the DELAWARE COUNTY SANITARY ENGINEER the sum of **\$32,175.00** estimated to be necessary to pay the cost of inspection by the DELAWARE COUNTY SANITARY ENGINEER. The DELAWARE COUNTY SANITARY ENGINEER shall in his or her sole discretion inspect, as necessary, the IMPROVEMENTS being installed or constructed by the SUBDIVIDER and shall keep accurate records of the time spent by his or her employees and agents in such inspections for which the SANITARY ENGINEER shall be reimbursed from charges against said deposit. At such time as said fund has been depleted to a level of \$600.00 or less, as a result of charges against the same at the rate of:

INSPECTOR \$75.00 per hour
CAMERA TRUCK \$150.00 per hour

for time spent by said SANITARY ENGINEER or his or her staff, the SUBDIVIDER shall make an additional deposit of \$600.00 to said fund. On completion of all IMPROVEMENTS provided herein and acceptance of same by the COUNTY, any unused portions of the inspection fund shall be repaid to the SUBDIVIDER less an amount equal to \$0.75 per foot of sewer which will be deducted to cover re-inspection.

The SUBDIVIDER, for a period of five (5) years after acceptance of each Section/Phase/Part of the IMPROVEMENTS by the COUNTY, shall be responsible for defective materials and/or workmanship. All warranties for equipment installed as a part of the IMPROVEMENTS shall be the same as new equipment warranties and shall be assigned to the COUNTY upon acceptance of the IMPROVEMENTS.

The SUBDIVIDER shall provide to the COUNTY all necessary easements or rights-of-way required to complete the IMPROVEMENTS, all of which shall be obtained at the expense of the SUBDIVIDER. All public sanitary sewers and private laterals to offsite properties shall have a recorded permanent, exclusive

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

sanitary easement on file at the Delaware County Recorder’s Office, the language of which shall be approved by the DELAWARE COUNTY SANITARY ENGINEER. The dimensions of all easements shall be as shown on the approved engineering drawings. If any onsite easement or necessary right of way is not to be recorded as part of a subdivision plat, such easements and rights-of- way shall be recorded and provided to the DELAWARE COUNTY SANITARY ENGINEER before a preconstruction meeting will be permitted and before construction may begin on the improvements. All offsite easements must be recorded prior to signing the plans unless otherwise permitted by the SANITARY ENGINEER.

If, due to unforeseen circumstances during construction activities, the SUBDIVIDER must install the proposed sanitary sewer mains or service laterals to a different location than shown on the approved and signed construction plans, the SUBDIVIDER shall request a revision to the construction plans and the SANITARY ENGINEER shall evaluate this request. If the request for a revision is approved in writing by the SANITARY ENGINEER, SUBDIVIDER shall provide and record revised permanent, exclusive sanitary sewer easements prior to the COUNTY’S acceptance of the sewer. The language and dimensions of the revised permanent exclusive sanitary sewer easements shall be acceptable to the SANITARY ENGINEER.

The COUNTY shall, upon certification in writing from the DELAWARE COUNTY SANITARY ENGINEER that all construction is complete according to the plans and specifications, by Resolution accept the IMPROVEMENTS described herein and accept and assume operations and maintenance of the same.

After said acceptance, the capacity charge and any surcharges shall be paid by the applicant upon request to the DELAWARE COUNTY SANITARY ENGINEER for a tap permit to connect to the sanitary sewer.

ALL CONSTRUCTION UNDER COUNTY JURISDICTION:

The SUBDIVIDER shall within thirty (30) days following completion of construction, and prior to final acceptance, furnish to DELAWARE COUNTY as required:

- (1) "as built" drawings of the IMPROVEMENTS which plans shall become the property of the COUNTY and shall remain in the office of the DELAWARE COUNTY SANITARY ENGINEER and DELAWARE COUNTY ENGINEER. The drawings shall be on reproducible MYLAR (full size), two paper copies (one full size & one 11”x17”), and a Compact Diskette with the plans in DWG format & PDF format. If each or any Section/Phase/Part is accepted separately, SUBDIVIDER agrees to provide as built drawings for each Section/Phase/Part as requested and one complete set of as built drawings for the Sanctuary at the Lakes Section 2 Part 1 & 2, 3, 4 part 1 Sanitary Sewer Improvement Plan with the last final acceptance.
- (2) An excel spreadsheet, from a template as provided by the DELAWARE COUNTY SANITARY ENGINEER, shall accompany the plan submittal showing the locations of the manholes in Ohio State Plane North Coordinates NAD 1983 (NAVD 1988 datum) and other miscellaneous project data.
- (3) an itemized statement showing the cost of IMPROVEMENTS
- (4) an Affidavit or waiver of lien from all Contractors associated with the project that all material and labor costs have been paid. The SUBDIVIDER shall indemnify and hold harmless the COUNTY from expenses or claims for labor or materials incident to said construction of the IMPROVEMENTS.
- (5) documentation showing the required sanitary sewer easements

The SUBDIVIDER shall within thirty (30) days following completion of construction of each Section/Phase/Part and prior to final acceptance, furnish to the DELAWARE COUNTY SANITARY ENGINEER a five (5) year maintenance Bond, or other approved financial warranties, equal to ten percent (10%) of the construction cost for that Section/Phase/Part.

The SUBDIVIDER shall during the construction and maintenance periods, comply with all rules and regulations and conform to all procedures established by the COUNTY regarding submission of shop drawings, construction schedules, operation of facilities and other matters incident hereto.

The SUBDIVIDER shall obtain all other necessary utility services incident to the construction of said IMPROVEMENTS AND FOR THEIR CONTINUED OPERATION. The SUBDIVIDER shall be responsible for all utility charges and installation costs. The utility user charges shall be paid by the SUBDIVIDER and maintained in continuous use throughout the construction and testing phases until accepted for operation and maintenance by the COUNTY.

IN CONSIDERATION WHEREOF, the DELAWARE COUNTY BOARD OF COMMISSIONERS hereby grants the SUBDIVIDER or its agent the right and privilege to make the IMPROVEMENTS stipulated herein and as shown on the approved plans.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-133

IN THE MATTER OF AWARDING THE BID FOR THE QUAIL MEADOWS PUMP STATION

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

UPGRADE PROJECT:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

WHEREAS, sealed bids for the Quail Meadows Pump Station Upgrade were received by the County of Delaware, Ohio at the Office of the Board of County Commissioners at 2:00 o'clock PM local time on January 23, 2015; and

WHEREAS, three (3) bids were received as part of the public bidding process; and

WHEREAS, the lowest bid received was from WINELCO, Inc. for \$182,900.00; and

WHEREAS, the bid received was evaluated against the bidding requirements and was determined to be the lowest and best bid.

THEREFORE BE IT RESOLVED that the Quail Meadows Pump Station Upgrade be awarded to WINELCO, Inc. The Sanitary Engineer shall prepare the necessary NOTICE OF AWARD and CONTRACT documents and submit them to the contractor for execution.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-134

IN THE MATTER OF APPROVING CHANGE ORDER NO. 1 FOR THE TARTAN FIELDS FILTER REPLACEMENT PROJECT:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, Delaware County is currently under contract with Kirk Brothers Company, Inc., to replace the existing sand filters at the Tartan Fields wastewater treatment plant with membrane filters; and

Whereas, this change order replaces the source quality control testing with industry standard factory testing; and

Whereas, there is a decrease in the Contract Amount of \$21,500.00 (from \$853,000.00 to \$831,500.00); and

Whereas, there is no change in the Contract Time; and

Whereas, the Sanitary Engineer has reviewed the above request and recommends the issuance of Change Order No. 1.

THEREFORE BE IT RESOLVED by the Delaware County Board of Commissioners to approve Change Order No. 1 for the Tartan Fields Filter Replacement Project and authorize the Sanitary Engineer to sign the Change Order document.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 15-135

IN THE MATTER OF APPROVING THE REQUEST FOR PROPOSALS FOR A CONSTRUCTION MANAGER AT RISK FOR THE NEW CONSTRUCTION OF THE SANDUSKY STREET COURTHOUSE AND RELATED PARKING FACILITY DELAWARE COUNTY, OHIO:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, The Manager of Facilities and The County Administrator recommend approval of the request for proposals for a Construction Manager At Risk for the new construction of the Sandusky Street Courthouse and Related Parking Facility Delaware County, Ohio;

Now Therefore Be It Resolved, That The Delaware County Board Of Commissioners approves the request for proposals for a Construction Manager At Risk for the new construction of the Sandusky Street Courthouse and Related Parking Facility Delaware County, Ohio:

Public Notice
Request for Proposals
CONSTRUCTION MANAGER AT RISK
for the new construction of
the Sandusky Street Courthouse
and related Parking Facility
DELAWARE COUNTY, OHIO

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

Revised Code, hereby gives notice of its intent to employ a Construction Management at Risk (CMR) for the new construction of the Sandusky Street Courthouse and related Parking Facility for Delaware County, Ohio (the "Project") and invites interested parties to submit proposals for consideration.

The work is to involve the associated preconstruction services and at risk construction services for the Project. Firms are to be experienced in, but not limited to, CMR services of scheduling, cost estimating, constructability review, "GMP" and open book pricing, and experience in public sector construction, specifically courthouse/judicial buildings and parking facilities construction.

The complete Request for Proposals may be obtained at the County's web page, <http://www.co.delaware.oh.us> under the heading "Bids and Notices" or by contacting the Delaware County Facilities Management Office at (740) 833-2280, email jmelvin@co.delaware.oh.us, or in person at 1405 US 23 North, Delaware, Ohio during normal business hours.

Proposals will be received at the Delaware County Commissioners' Office, Attention: Mr. Jon Melvin, Manager of Facilities, 101 North Sandusky Street, Delaware, Ohio 43015 until 4:30 PM on Thursday, March 12, 2015. Five (5) copies of all submittals are to be included. Submittals pursuant to this invitation will not be received after the hour and date stated above.

**Delaware County Facilities Management
RFP for Construction Manager at Risk**

Project Name: Sandusky St. Courthouse and related Parking Facility
 Project Number: DEL FM 2015-001
 Project Location: 110 N Sandusky St., Delaware, Ohio 43015
 Owner: Delaware County Board of Commissioners
 Address: 101 North Sandusky St., Delaware, Ohio 43015
 Project Manager: Jon Melvin, Manager of Facilities
 Prevailing Wages: State
 Response Deadline: 3/12/2015 4:30 PM local time
 No. of paper copies requested: 1 original and 4 copies
 No. of electronic copies requested on CD (PDF) 1
 Submit the requested number of Proposals directly to:

Jon Melvin, Manager of Facilities
 Delaware County Commissioners
 101 N Sandusky St.
 Delaware, OH 43015.

See Section G of this RFP for additional submittal instructions.

Delaware County will release all communications regarding this RFP via e-mail and it will be posted to the County's website: <http://www.co.delaware.oh.us> under "Bids and Notices". Interested firms should submit a "Notice of Intent" via email to Jon Melvin at jmelvin@co.delaware.oh.us. Include in the notice the firm's name, address, telephone, and the contact name and email address of the individual to receive all communications. Delaware County is not responsible for missed communications due to incorrect e-mail addresses, mailboxes that have exceeded their limit, or other e-mail or Internet service provider problems. Those interested in submitting a response to this RFP are encouraged to monitor the web site for any addenda or clarifications to assure complete compliance with specifications, terms and conditions. Submitting a "Notice of Intent" is not a commitment to submit a proposal.

Submit all questions regarding this RFP in writing (no phone calls please) to Jon Melvin at jmelvin@co.delaware.oh.us on or before March 2, 2015. Responses will be distributed and posted by March 5, 2015. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

The Delaware County Board of Commissioners (the "Owner") is requesting interested firms to submit proposals to provide pre-construction and construction services as a Construction Manager at Risk for the project referred to as the Sandusky Street Courthouse with related Parking Facility.

In accordance with the July 2014 Master Plan, the courthouse is to be developed on county-owned property located directly south of the Hayes Building at 140 North Sandusky Street, Delaware, Ohio 43015. The preliminary project scope includes a 62,000 square foot courthouse and an associated parking facility to accommodate 200 to 220 vehicles, while also anticipating a 40,000 square foot courthouse future expansion. The parking facility is anticipated to be either completely or partially contained within the footprint of the new courthouse; or areas of the parking may be separated from within the footprint of the courthouse and located on county owned property on the subject site or neighboring site(s) to be determined.

The Owner has contracted with Silling Associates, Inc. to provide professional design services for the project. The Program of Requirements (POR) will be developed as a part of this project by the Architect/Engineer (A/E). All aspects of the project and related issues will be implemented and operated consistent with the Owner's policies and procedures.

The total project budget is currently estimated at \$29,200,000.

B. Scope of Services

As required by the Agreement, and as properly authorized, the CMR will provide the following categories of services: provide constructability review comments on documents produced by the A/E during the Schematic Design, Design Development, and Construction Document stages; develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Subcontractor

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

Prequalification and Bidding process, Construction and Closeout Stage.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to Plumbing, Fire Protection, HVAC, Electrical and AV/Technology will be awarded by the CMR to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all subcontracted work shall be based upon competitive pricing that will be reviewed by the Owner, the A/E and the CMR. The Owner shall have access to all books, records, documents and other data in the CMR's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement. Preconstruction Services: The CMR will work cooperatively with the Owner, A/E and Project Team, and will provide, among other services, cost estimating, budgeting, value engineering, constructability review, scheduling and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided to the CMR, together with the A/E's detailed listing of any material incomplete design elements and the A/E's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The CMR shall submit to the Owner and the A/E their proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CMR, the Owner and the A/E (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents or the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the Owner, the A/E and the CMR. The CMR shall then submit to the Owner, for approval, the CMR's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the Owner's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate the agreement with the CMR and seek from other firms, proposals for completion of the Project.

Construction Services: The CMR shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The CMR shall hold all subcontracts and shall be fully responsible for the means and methods of construction, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all equal employment, and prevailing wage requirements, and submitting monthly reports of these activities to the Contracting Authority. All subcontracts shall be on the subcontract form prescribed by OAC Section 153:1-03-02. The Contracting Authority reserves the right to approve the CMR's selection of subcontractors and any supplemental terms to the form subcontract.

C. Funding / Estimated Budget	D. Anticipated Schedule
Total Project Cost <u>\$29,200,000</u>	CM Services Start (mm/yy) <u>05 / 15</u>
Construction Cost <u>\$25,630,000</u>	GMP Approval (mm/yy) <u>09 / 15</u>
State Funding <u>\$0</u>	Construction Stage Start (mm/yy) <u>11 / 15</u>
Other Funding <u>\$29,200,000</u>	Construction Stage Completed (mm/yy) <u>01 / 17</u>
	CM Services Completed (mm/yy) <u>04 / 17</u>

E. Non Discrimination/Equal Opportunity

The contract shall contain provisions as required by the Delaware County discrimination policies and by Section 153.59 of the Ohio Revised Code which state in part:

- A. That, in the hiring of employees for the performance of work under the contract or any subcontract, no contractor, subcontractor, or any person acting on a contractor's or subcontractor's behalf, by reason of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who is qualified and available to perform the work to which the employment relates.
- B. That no contractor, subcontractor, or any person on a contractor's or subcontractor's behalf, in any manner, shall discriminate against or intimidate any employee hired for the performance of work under the contract on account of race, creed, sex, disability or military status as defined in section 4112.01 of the Revised Code, or color.

F. Selection Process and Evaluation Criteria

Selection Criteria:

The CMR will be selected using (i) a qualification based selection process during the initial Request for Proposal (RFP) stage to develop a short list and (ii) a best value selection process during the final Pricing Proposal stage for the final CMR selection. The qualifications-based selection criteria for the RFP is included in this announcement. The best value criteria used in evaluating proposals from the short listed firms will include such factors that are determined to derive or offer the greatest value to the Owner, combining both qualifications and fee.

Short List:

Each firm responding to this RFP will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFP, the Owner will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the Owner determines that fewer than three firms are qualified, it will only select the qualified firms.

Pricing Proposal:

The Owner shall provide each short-listed firm with a description of the project, including a statement of available design detail, a description of how the guaranteed maximum price (GMP) for the project shall be determined, including the estimated level of design detail upon which the GMP shall be based, the form of the construction management contract, and a request for a pricing proposal. The pricing proposals shall contain, at a minimum, a list of key personnel for the Project, a statement of the general conditions and contingency requirements, a fee proposal divided into a preconstruction fee, a construction fee, and the portion of the construction fee to be at risk in a GMP.

Interview:

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

After submitting pricing proposals, the short-listed firms will be interviewed by representatives of the Owner. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable and budget expectations. The Owner will notify each short-listed firm to schedule individual times for the interviews.

Selection Schedule:

Tentative schedule is subject to change.

RFP Posted and Advertised	Feb 9, 2015
Initial Proposals Due	Mar 12, 2015
Short List and Pricing Proposals Requested (Board approval)	Mar 26, 2015
Proposals Due	Apr 14, 2015
Interviews	Apr 21 & 22, 2015
Selection of CMR (Board approval)	May 4, 2015

Cancellation and Rejection:

The Owner reserves the right to reject all proposals and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any proposer arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process. Acceptance of a proposal shall not constitute an agreement between the submitter and the Owner.

G. Submittal Instructions

One original, four copies, and one electronic copy of submittals shall be delivered to the following addressee on or before **March 12, 2015 at 4:30 PM** local time.

Jon Melvin, Manager of Facilities
Delaware County Commissioners
101 N Sandusky St.
Delaware, OH 43015.

To enable efficient evaluation of the submittals, respondents should prepare their submittal on 8.5 x 11 paper utilizing the general format guidelines described below. Please feel free to include other materials, such as covers, table of contents, transmittal letter, appendices, brochures, etc. at your discretion.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFP and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Proposals will not be accepted.

Unless otherwise noted or exempt, all documents submitted to the Owner in response to this RFP are public and will be available for inspection at the conclusion of the selection process. Subject to the applicable Ohio public records law, the following information will remain confidential and will not be released: (1) Proposal Form(s), except for cost category subtotals which will be transferred to the Best Value Rating Form; (2) Financial Capacity; and (3) Bonding/Insurance.

Under no circumstance will the Owner be responsible for any costs incurred by anyone in (a) the submittal of qualifications, (b) in any subsequent follow up to the submittal, (c) in any subsequent negotiations of a contract, or (d) in any other aspect of the effort to select the construction manager team.

Proposers are requested to submit the following information in response to this RFP:

1. **Firm Contact:** The name, address, telephone number, fax, and email address of the individual who will serve as the firm's contact for any questions or correspondence regarding the submittal and the RFP process.
2. **Summary:** Provide a summary, on one page or less, describing why your firm/team is the most qualified for the Project.
3. **Profile and Organization:** Information describing the firm's current organization, date of incorporation, ownership, corporate office, number of years in business, services offered, operating philosophy, number of employees, and employee demographics. If applicable, provide the same information for any other participating. Provide a description of the firm's proposed organization for the project. Identify key team members and describe the services, roles, and responsibilities of each. Discuss the relationship of key team members to each other, the prime firm and other member firms. Indicate the availability of key members throughout the project.
4. **Resumes of Key Individuals:** Provide professional resumes and job descriptions of the key individuals that will be assigned to this project; describing each member's education, technical training, qualifications, and experience with similar projects.
5. **Bonding/Insurance:** Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability and professional liability.
6. **Experience:** Provide brief descriptions of relevant projects that the firm has participated in during the past five years that are similar in size, scope, and type to the project referenced in this RFP and/or include the following scope of work:
 - a. CMR – preconstruction and construction services experience
 - b. CMR – contract sum (GMP) pricing and "open book" pricing experience
 - c. Constructability review experience
 - d. Project CPM scheduling, phased bid packaging and associated schedule and cost tracking
 - e. Experience with the construction of Courthouses and/or Judicial Facilities
 - f. Experience with the construction of parking facilities.

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

g. Experience with ORC 153, State of Ohio standard requirements and public sector construction.

The firm's role in each project should be clearly identified as well as the role of the team members for this project. Information should include a description of services provided, completion date, project cost and examples of how the firm controlled costs, resolved disputes, administered subcontractors, and met deadlines. Include references for each which include a contact person, address, phone number, and email. References should be prepared to be contacted by the RFP evaluation committee.

7. Self-Performed Work: Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work and capability to self-perform.
8. Management Systems: Describe the scheduling and cost control systems the firm would propose to use for the Project
9. Estimating: Demonstrated track record of performance of in-house estimating on projects comparable to the Project.
10. Scheduling: Demonstrated track record of performance of managing projects to the original schedule.
11. Claims/Litigation: Provide information on whether the firm is currently or has in the past five years, been involved in any claims, litigation, and/or arbitration.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individuals.

LEED Credentials: Leadership in Energy & Environmental

Design (Green Building Certification Institute)

GA: Green Associate

AP: LEED AP (Legacy LEED Accredited Professional without specialty)

AP +: (see below):

LEED AP BD+C (Building Design and Construction specialty)

LEED AP ID+C (Interior Design and Construction specialty)

LEED AP O+M (Operations and Maintenance specialty)

LEED AP ND (Neighborhood Development specialty)

LEED AP Homes (Specialty for residential LEED construction)

Other Industry Credentials

CCCA: Certified Construction Contract Administrator (CSO)

CCM: Certified Construction Manager (CMAA)

CCS: Certified Construction Specifier (CSI)

CDT: Construction Document Technologist (CSI)

DBIA: Design-Build Institute of America

Project Name Sandusky St. Courthouse & Parking Facility Project Number DEL FM 2015-001

Proposer Firm _____

City, State, Zip _____

Selection Criteria	Value	Score
1. Primary Firm Location and Workload (Maximum 10 points)		
a. Proximity of firm to project site	Less than 100 miles	4 - 5
	100 miles to 150 miles	2 - 3
	More than 150 miles	0 - 1
b. Workload	Availability of qualified personnel, equipment, and facilities.	0 - 5
2. Qualifications of Firm/ Key Personnel (Maximum 40 points)		
a. Project Management Lead (e.g., education, experience, credentials)	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 15
b. Project Administration Lead (e.g., awards, publications, appropriateness, innovation)	Experience / creativity of project admin staff to achieve owner's vision and requirements	0 - 5
c. Technical Staff (e.g., BIM/CAD capabilities / scheduling / estimating, education, experience, CDT or CCS* credentials)	Experience / ability of technical staff to fully coordinate construction documents	0 - 5
d. Construction Administration Staff (e.g., education, experience, CDT or CCCA* credentials)	Experience / ability of field representative to identify and solve issues during construction	0 - 15
3. Past Performance (Maximum 30 points)		
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10
b. Experience with similar projects / delivery methods (G. 6)	Less than 5 projects	0 - 3
	5 to 9 projects	4 - 6
	More than 9 projects	7 - 10
c. Team organization	Clarity of responsibility /	0 - 2

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

	communication demonstrated by table of organization		
d. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
e. BIM project experience	Training and knowledge	1	
	Direct project experience	3	
4. Financial Responsibility (Maximum 20 points)			
a. Financial Responsibility	Evidenced by the capability to provide documentation as required in ORC 9.33(E)(4) & 9.333	0 - 20	
			Subtotal

Notes:

Evaluator:

Name

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-136

IN THE MATTER OF APPROVING THE DELAWARE COUNTY EMERGENCY MEDICAL SERVICES ADMINISTRATIVE POLICY ON LONGEVITY PAY FOR EMS CAPTAINS:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services and the Director of Emergency Medical Services recommend approving the Delaware County Emergency Medical Services Administrative Policy on Longevity Pay for EMS Captains;

Therefore Be it Resolved, the Board of Commissioners approve the Delaware County Emergency Medical Services Administrative Policy on Longevity Pay for EMS Captains:

**Delaware County Emergency Medical Services Administrative Policy
Longevity Pay for EMS Captains**

Purpose:

To establish a uniform administration practice for seniority based Longevity Pay for DCEMS Captains and determination in calculating years of service.

Scope:

This policy shall apply to DCEMS Captains, not covered by the provisions of a collective bargaining agreement.

Definitions:

Captain's Longevity Pay: A payment made to full-time Captains, not covered by a collective bargaining agreement and based upon their total years of service with Delaware County EMS.

Date of full-time hire: The date the employee began full time employment with Delaware County Emergency Medical Service. This date is recorded on the employee's full-time hire Employee Action Form (EAF) and recorded in the County's payroll system.

Break in Service: Any separation from full-time employment with Delaware County EMS.

Policy:

Longevity pay recognizes long-term service to Delaware County EMS, encourages stability and decreases turnover rates by providing an incentive to Delaware County EMS Captains.

As compensation for full-time years of service to Delaware County EMS; employees that hold the rank of Captain shall be entitled to longevity pay based upon years of completed service to Delaware County EMS. Longevity pay shall equal \$100. for each year of completed, full-time (continuous), service as a Paramedic or Lieutenant; and \$150. For each year of service to Delaware County EMS as a Captain. Years of service are calculated within each calendar year beginning January 1 through December 31. Longevity pay shall be divided and paid in each bi-weekly pay period established by the Delaware County Auditor.

If the employee is voluntarily or involuntarily separated from employment with Delaware County, all past service

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

credit for purposes of longevity pay shall be forfeited.

This SOG is not a contract and is subject to change or termination based upon any decision of management and/or the Delaware County Board of Commissioners.

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

RESOLUTION NO. 15-137

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE ADMINISTRATIVE CAPTAIN FOR DELAWARE COUNTY EMERGENCY MEDICAL SERVICES:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Administrative Captain for Delaware County Emergency Medical Services;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Administrative Captain for Delaware County Emergency Medical Services:

Job Title:	Captain, Administrative	Department	Emergency Medical Services (EMS)
Position Type:	Full-time Non-bargaining Unit	Position Type:	10 Court St., Ground Floor Delaware, OH 43015
Typical Work Schedule:	Varies	Pay Range:	County Compensation Plan
Contact Information:	740-833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		
Objectives			
Individual provides direction to Emergency Medical Services Unit, staff personnel, and consistently enforces the Standard Operating Guidelines, policies, and procedures of Delaware County. Individual is responsible for supervising staff personnel involved in administering emergency medical care to the general public. Individual reports to the Chief of Emergency Medical Services.			
Job Standards			
High School diploma or GED plus special training and related work experience (5 years' experience as a Paramedic and 2 years' experience as a Crew Chief). Must have valid Ohio driver's license, Paramedic, ACLS, and CPR certifications. Ability to use a motor vehicle is required. Must meet and maintain qualifications for driving on county business as a continued condition of employment. All required licenses and certificates must be maintained as a condition of continued employment.			
Job Description			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Responds to all high incident emergency calls when situation requires supervisory assistance and decision-making authority and also takes medical incident command on major incidents; • Reviews condition of EMS stations, vehicles, and equipment and tracks equipment at each station and hospital; • Maintains appropriate staffing levels required to operate Emergency Medical Services Units; • Recommends, administers and enforces, in a consistent manner, Standard Operating Guidelines, departmental policies and procedures, including, but not limited to adherence to medical protocol; • Establishes and maintains working relationships with all other emergency response entities; • Supports EMS and other programs by working with local agencies to include attending meetings, conferences, workshops, training sessions, and performing a variety of public relations duties; • Oversees and insures the efficient operation and quality control of Delaware County's EMS programs • Supervises staff involved with EMS program to include, but not limited to, assigning work, planning and estimating project completions, monitoring performance, training employees, interviewing staff, conducting annual evaluations and resolving problems, grievances and personnel situations; • Plans, schedules, organizes, and supervises the work of the EMS personnel, including, but not 			

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

limited to, time and attendance scheduling of personnel, authorizing overtime and sick and vacation leave, and approval of bi-weekly payroll;

- Plans and coordinates departmental training of EMS personnel;
- Devises correspondence, completing forms and developing reports associated with EMS programs;
- Handles client complaints and public inquiries regarding programs;
- Completes daily shift and monthly reports;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, video conferences, and workshops.
- Performs typing, word processing, and related computer operations; and
- Works overtime and outside of typical work schedule/business hours

NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment: Ability to operate a variety of equipment such as computer, copier, telephone, calculator, FAX machine, VCR/DVD, backboards, extrication equipment, radios, battery chargers, glucose machine, cardiac monitor; suction equipment, defibrillator, Doppler stethoscope, laryngoscope, intravenous pump, oxygen regulators and bottles, restraining devices, medical supplies, fire extinguisher, lawnmowers, and trimmers. Individual uses the following safety equipment; rubber gloves, respirator, face shields, hard hats, biological hazard bags, infection control gowns, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

Critical Skills/Expertise:

- Thorough knowledge of paramedic skills, equipment used and protocol;
- Proficiency in mutual aid techniques, radio operations, safe operation of emergency vehicles;
- Adhere to and apply rules, regulations and guidelines associated with emergency medical care;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of recruiting, interviewing, and counseling;
- Proficiency with the ability to apply effective supervisory skills to direct, motivate and manage subordinate personnel;
- Proficient with the ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to motivate and counsel staff and clients;
- Ability to work independently, under pressures, and to set and achieve goals;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program plan independently and in collaboration with other staff units and outside agencies;
- Communicate professionally and effectively with internal and external customers, both orally and in writing;
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
- Deliver excellent customer service, externally and internally;
- Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies and the interrelationship of programs under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY

Individual supervises subordinates, assigning projects, checking on progress of work and evaluating results. Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor’s input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information, and may cause loss of efficiency of response of emergency services and possible loss of life.

IV. PERSONAL WORK RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

- **Physical Requirements:** The physical requirements of the position are identified as ability to lift a patient up to 200 pounds on a one-man cot.
- **Physical Activity:** The physical activity of the position is climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, manual dexterity, grasping, feeling, talking, listening, and repetitive motions.
- **Visual Activity:** The visual activity includes duties close to eyes, at or within arm’s reach and operating vehicles.
- **Job Location:** Work is performed both inside and outside with exposure to weather temperatures ranging from below 32 degrees to above 100 degrees for periods of more than one hour. Individual is exposed to noise, vibration, physical hazards, and oil. Individual is exposed to fumes, odors, dusts, mists, gases or poor ventilation.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
-----------	--	-------	--

Vote on Motion Mrs. Lewis Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 15- 138

IN THE MATTER OF APPROVING THE JOB DESCRIPTION FOR THE EMERGENCY SERVICES TECHNICIAN FOR THE DELAWARE COUNTY EMERGENCY MEDICAL SERVICES DEPARTMENT AND THE COMMUNICATIONS DEPARTMENT:

It was moved by Mr. O’Brien, seconded by Mrs. Lewis to approve the following:

Whereas, the Assistant County Administrator/ Director of Administrative Services recommends approving the job description for the Emergency Services Technician for the Delaware County Emergency Medical Services Department and the Communications Department;

Therefore Be it Resolved, the Board of Commissioners approve the job description for the Emergency Services Technician for the Delaware County Emergency Medical Services Department and the Communications Department:

Job Title:	Emergency Services Technician	Department:	Emergency Medical Services (EMS)/Communications Departments
Position Type:	Full-time Non-bargaining Unit	Address:	10 Court St., Ground Floor Delaware, OH 43015
Typical Work Schedule:	7:00 a.m. to 4:00 p.m. Monday through Friday	Pay Range:	County Compensation Plan

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

Contact Information:	740-833-2120	FLSA:	Hourly, Non-exempt
How to apply:	http://www.co.delaware.oh.us/index.php/employment		
Objectives			
<p>Individual provides administrative and office management support to Emergency Services Department and 911 Communications. Assists the Chief of Emergency Medical Services/Director of Communications in the performance of managerial, administrative, and specialized work functions associated with the oversight Emergency Medical Services (EMS) Department and 911, monitoring contractual activities, and coordinating activities with other county departments, municipal agencies and fire departments and districts. Individual reports to Emergency Medical Services Manager. Director of Communications may direct individual in specific tasks.</p>			
Job Standards			
<p>High School diploma or GED plus at least four-years of related work experience. Must possess a valid Ohio Driver's License and acceptable driving record. Must meet and maintain qualifications for driving on county business at all times.</p> <p>Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations and procedures. Individuals are required to provide technical assistance to staff personnel on policies and procedures, office equipment and the application of these under extremely difficult situations. The position requires the individual to be continually aware of changes that must be learned and passed on to staff.</p>			
Job Description			
ESSENTIAL JOB FUNCTIONS:			
<ul style="list-style-type: none"> • Meets with the Chief of EMS and other county officials regarding major policies affecting the administration of the department; recommends improvements and changes as appropriate; • Answers telephone, screens calls, makes referrals, and gives and receives information; • Recommend and implement goals, objectives, policies and procedures; • Responds to questions, complaints and requests for information/assistance from the general public, patients, fire, law enforcement, and medical personnel, various agencies, employees, officials, department command staff, or other individuals; • Maintains a comprehensive, current knowledge and awareness of applicable emergency medicine techniques, policies, procedures, codes and laws; stays abreast of Health Care Financing Administration/Medicare/Medicaid changes and requirements; • Schedules and participates in departmental staff meetings; attends seminars, workshops, and in-service training sessions as appropriate; serves on special panels, boards, and/or committees; reads professional literature; maintains professional affiliations • Prepares and types correspondence, memos, reports, minutes, operational plans, etc.; • Establishes, maintains and updates office and administrative files; Retrieves information from files when needed; • Performs computer operations using agency and county programs, MS Word, Excel, PowerPoint, Publisher and Outlook; • Operates and maintains administrative office machines and equipment; • Inventories and maintains administrative supplies and forms; • Performs accounting functions, including Purchase Orders and payroll; • Develops an effective internal and external emergency communications social media, online and printed venues. 			
ESSENTIAL JOB FUNCTIONS CONTINUED:			
<ul style="list-style-type: none"> • Schedules, organizes and participates in meetings, events and activities, in conjunction with the County Communications and Employee Relations manager; • Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy; • Acts as a liaison with other departments and outside agencies; • Projects necessary expenditures and recommends input to the annual budget; • Download audio recordings and run reports as directed;; • Communicates professionally and effectively with clients, employers, county partners and co-workers to respond to inquiries and provide needed information/education; • Acts as back up Receptionist for the County Operator; • Files documents and distributes office communications; • Maintains Director's / Chief's calendar; 			

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

- Demonstrates regular and predictable attendance;
- Works overtime and outside of typical work schedule/business hours as required and
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related non-essential functions as required.

I. JOB REQUIREMENTS

Equipment:

Ability to operate a variety of office equipment such as computer, copier, telephone, calculator, FAX machine, VCR/DVD, audio & visual recording and playback equipment, and other equipment necessary to perform duties.

Critical Skills/Expertise:

- Thorough knowledge of and the ability to apply rules, regulations and guidelines associated with Emergency services/911 and public service;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills;
- Thorough knowledge of and ability to apply computer system operating and application software to complete job tasks and aid staff in using the system;
- Extensive knowledge of and ability to apply program policies and procedures to assist staff in the performance of their responsibilities;
- Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
- Ability to work independently, under pressure, and to set and achieve goals;
- Ability to organize and maintain large volumes of information and paperwork;
- Ability to effectively program and plan independently and in collaboration with other staff units and outside agencies;
- Communicate professionally and effectively with internal and external customers, both orally and in writing;
- Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
- Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, and coordinating electronic healthcare record, Federal, State and local government reporting, agency specific programs;
- Deliver excellent customer service, externally and internally;

Critical Skills/Expertise Continued:

- Proficient in grammar, writing, mathematical skills, spelling, and punctuation;
- Thorough knowledge of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) rules, regulations and application;
- Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
- Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK

Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to operational and staff personnel on programs, policies, the interrelationship of programs, the computer system and the application of this under extremely complex and difficult situations. It requires the individual to be continually aware of changes occurring which must be learned and passed on to personnel. Procedures must be developed for implementing changes at the local county level.

III. RESPONSIBILITY

Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, developing contacts with businesses and agencies, and forming collaborative relationships with other service providers in the county. Individual operates independent of supervision in handling staffing and daily operations, normally receiving supervisor's input when needed. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

10011102-5801	50111117-4601	2,269,112.50
Commissioner General/Transfer Out	Bond Retirement Debt Service/Interfund Revenue	

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 15-141

9:45AM RECONVENING OF PUBLIC HEARING FOR CONSIDERATION OF THE VACATION OF AN UNUSED PORTION OF THE RIGHT OF WAY OF COUNTY ROAD 13 (OLDE WORTHINGTON ROAD) IN ORANGE TOWNSHIP DELAWARE COUNTY, OHIO:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to reconvene the hearing at 9:53AM.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-142

IN THE MATTER OF APPROVING, FOR A SPECIFIC OCCURRENCE, A SUSPENSION OF RULE 3-SPEAKER REGISTRATION; RULE 4-LIMITATIONS AND RULE 7-PUBLIC COMMENT PROCEDURE FROM THE RULES GOVERNING PUBLIC COMMENT BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DELAWARE COUNTY, OHIO:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve, for a specific occurrence, a suspension of Rule 3-Speaker Registration; Rule 4-Limitations; Rule 7-Public Comment Procedure from the Rules Governing Public Comment Before The Board Of County Commissioners Of Delaware County, Ohio.

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

RESOLUTION NO. 15-143

IN THE MATTER OF CONTINUING THE PUBLIC HEARING FOR CONSIDERATION OF THE VACATION OF AN UNUSED PORTION OF THE RIGHT OF WAY OF COUNTY ROAD 13 (OLDE WORTHINGTON ROAD) IN ORANGE TOWNSHIP DELAWARE COUNTY, OHIO TO FEBRUARY 19, 2015 AT 9:45AM:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to continue the public hearing to February 19, 2015 at 9:45AM.

Vote on Motion Mrs. Lewis Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 15-144

PUBLIC HEARING FOR CONSIDERATION OF THE PETITION FOR THE ESTABLISHMENT OF THE BERKSHIRE LANDING NEW COMMUNITY AUTHORITY AS A NEW COMMUNITY AUTHORITY PURSUANT TO CHAPTER 349 OF THE OHIO REVISED CODE:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to open the hearing at 9:55AM.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-145

IN THE MATTER OF APPROVING, FOR A SPECIFIC OCCURRENCE, A SUSPENSION OF RULE 3-SPEAKER REGISTRATION; RULE 4-LIMITATIONS AND RULE 7-PUBLIC COMMENT PROCEDURE FROM THE RULES GOVERNING PUBLIC COMMENT BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DELAWARE COUNTY, OHIO:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to approve, for a specific occurrence, a suspension of Rule 3-Speaker Registration; Rule 4-Limitations; Rule 7-Public Comment Procedure from the Rules Governing Public Comment Before The Board Of County Commissioners Of Delaware County, Ohio.

Vote on Motion Mrs. Lewis Aye Mr. Merrell Aye Mr. O'Brien Aye

RESOLUTION NO. 15-146

IN THE MATTER OF CLOSING THE PUBLIC HEARING FOR CONSIDERATION OF THE PETITION FOR THE ESTABLISHMENT OF THE BERKSHIRE LANDING NEW COMMUNITY AUTHORITY AS A NEW COMMUNITY AUTHORITY PURSUANT TO CHAPTER 349 OF THE OHIO REVISED CODE:

**COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015**

It was moved by Mrs. Lewis, seconded by Mr. O'Brien to close the hearing at 10:13AM.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-147

**IN THE MATTER OF GRANTING THE PETITION FOR THE ESTABLISHMENT OF THE
BERKSHIRE LANDING NEW COMMUNITY AUTHORITY AS A NEW COMMUNITY
AUTHORITY PURSUANT TO CHAPTER 349 OF THE OHIO REVISED CODE:**

It was moved by Mrs. Lewis, seconded by Mr. Merrell to approve the following:

WHEREAS, on December 23, 2014, Berkshire Crossing Development, LLC (the "Developer"), acting as the statutory developer pursuant to Chapter 349 of the Ohio Revised Code, filed a petition (the "Petition") with the Clerk of the Board of County Commissioners for the establishment of the Berkshire Landing New Community Authority (the "Authority") to govern a proposed new community district (the "District"); and

WHEREAS, on January 12, 2015, the Delaware County Board of Commissioners (the "Board"), which is the "organizational board of commissioners" as that term is defined in section 349.01(F) of the Ohio Revised Code, adopted Resolution No. 15-15, determining the sufficiency of the Petition and setting the time and place for a public hearing thereon; and

WHEREAS, on February 5, 2015, the Board held a public hearing on the Petition after public notice was duly published in accordance with section 349.03 of the Ohio Revised Code;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio, that:

Section 1. The Board hereby determines that the District will be conducive to the public health, safety, convenience, and welfare, and is intended to result in the development of a "new community," as that term is defined in section 349.01(A) of the Ohio Revised Code.

Section 2. This Resolution shall be entered on the Board's Journal.

Section 3. The Board hereby declares the Authority to be organized and a body politic and corporate with the corporate name of the Berkshire Landing New Community Authority.

Section 4. The Board hereby defines the boundary of the District to be as set forth in the Petition, which map and full and accurate description contained therein is fully incorporated by this reference into this Resolution.

Section 5. The Board of Trustees of the Authority shall be composed of seven (7) members selected as provided in section 349.04 of the Ohio Revised Code. This Board of County Commissioners shall appoint three (3) citizen members of the Board of Trustees to represent the interests of present and future residents of the District and one (1) member to serve as a representative of local government. Those appointments shall be by resolution adopted by this Board within ten (10) days after the adoption of this Resolution. That Resolution of this Board shall designate which two (2) of the initial citizen members shall serve an initial term of one (1) year. The remaining citizen member and the member appointed to serve as a representative of local government shall serve initial terms of two (2) years. The Clerk of this Board shall mail to the Developer a certified copy of that adopted Resolution. The Developer shall appoint three (3) members to serve on the Board of Trustees of the Authority as representatives of the Developer, and shall designate which two (2) of those members shall serve an initial term of one (1) year. The remaining member appointed by the Developer shall serve an initial term of two (2) years. Those appointments and designations shall be in writing filed with the Clerk of this Board within ten (10) days after the adoption of this Resolution.

Section 6. Pursuant to Section 349.04 of the Revised Code, each member of the Board of Trustees of the Authority shall post a bond in the amount of \$10,000 for the faithful performance of his or her duties. The bond shall be with a company authorized to conduct business within the State of Ohio as a surety and shall be deposited with the Delaware County Auditor and preserved by him.

Section 7. This Board finds and determines that by adoption of this Resolution, the Board is neither approving nor agreeing to enter into any of the agreements, contracts, or other documents or transactions referenced, proposed, or described in the Petition, and any agreements, contracts or other documents or transactions referenced, proposed, or described therein must be hereafter submitted to the Board for separate consideration.

Section 8. This Board finds and determines that all formal actions of the Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 9. This Resolution shall be in full force and effect immediately upon adoption.

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
 MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

Vote on Motion Mr. Merrell Aye Mr. O'Brien Aye Mrs. Lewis Aye

ADMINISTRATOR REPORTS

Tim Hansley
 -No reports

COMMISSIONERS' COMMITTEES REPORTS

Commissioner O'Brien

-The Trustees of the COYC voted to dismiss an employee yesterday. Would like to convey how professional and organized the new superintendent is and how it made the process easier for the Trustees to reach a decision

Commissioner Lewis

-Toured the various ditches of Delaware County yesterday with Chris Bauserman of the County Engineer's office and members of Delaware County Soil & Water. Would like to thank them for taking the time out of their schedules to do that

Commissioner Merrell

-Attended the Ashley Village Council meeting on Tuesday to discuss various Economic Development items
 -Attended the annual meeting of the Women's Leadership Network last night. Judge Herbert spoke at the event; the topics included human trafficking and a new proposed domestic violence facility that will be coming to Delaware County

RESOLUTION NO. 15-148

IN THE MATTER OF ADJOURNING INTO EXECUTIVE FOR CONSIDERATION OF APPOINTMENT OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn into Executive Session at 10:20AM.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-149

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn out of Executive Session at 11:50AM.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

RESOLUTION NO. 15-150

IN THE MATTER OF APPROVING AN EXCEPTION TO THE POLICY FOR THE APPOINTMENT OF MEMBERS TO BOARDS AND COMMISSIONS AS CORRECTED:

It was moved by Mrs. Lewis, seconded by Mr. O'Brien to approve the following:

WHEREAS, on June 20, 2013, the Delaware County Board of Commissioners (the "Board") adopted Resolution No. 13-645, adopting a policy for the appointment of members to boards and commissions (the "Policy"); and

WHEREAS, the Policy requires posting of all available positions for at least fourteen (14) days and permits the Board to conduct interviews of any applicants; and

WHEREAS, on February 5, 2015, the Board adopted Resolution No. 15-147, establishing the Berkshire Landing New Community Authority; and

WHEREAS, the Board is required, pursuant to section 349.04 of the Revised Code, to appoint the initial board of trustees of the Berkshire Landing New Community Authority within ten (10) days after establishment; and

WHEREAS, the Board desires to approve an exception to the Policy in order to comply with section 349.04 of the Revised Code, as it relates to the appointment of the initial board of trustees of the Berkshire Landing New Community Authority;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Delaware County, State of Ohio:

Section 1. The Board hereby approves an exception to the Policy for the appointment of the initial board of trustees of the Berkshire Landing New Community Authority. The Communications and Employee Relations Manager is directed to immediately post the positions for the Berkshire Landing New Community Authority through Monday, February 9, 2015, whereupon the Board may conduct interviews or proceed directly to appointment.

COMMISSIONERS JOURNAL NO. 62 - DELAWARE COUNTY
MINUTES FROM REGULAR MEETING HELD FEBRUARY 5, 2015

Section 2. The Policy shall in all other respects remain in full force and effect.

Section 3. This Resolution shall take effect immediately upon adoption.

Vote on Motion Mrs. Lewis Aye Mr. O'Brien Aye Mr. Merrell Aye

RESOLUTION NO. 15-151

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE FOR CONSIDERATION OF
EMPLOYMENT OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL:**

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn into Executive Session at 11:56AM.

Vote on Motion Mr. O'Brien Aye Mr. Merrell Aye Mrs. Lewis Aye

RESOLUTION NO. 15-152

IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:

It was moved by Mr. O'Brien, seconded by Mrs. Lewis to adjourn out of Executive Session at 11:58AM.

Vote on Motion Mr. Merrell Aye Mrs. Lewis Aye Mr. O'Brien Aye

There being no further business, the meeting adjourned.

Gary Merrell

Ken O'Brien

Barb Lewis

Jennifer Walraven, Clerk to the Commissioners