

LANCASTER COUNTY COMMISSIONERS' MEETING AGENDA

Wednesday, March 25, 2020

9:15 a.m. – Conference Room #701, 7th Floor



1. Meeting Called to Order: This morning's meeting will be conducted by Commissioner Joshua G. Parsons.
2. Pledge of Allegiance
3. Minutes as Distributed: Postpone approval of the January 15, 2020 Commissioners' Meeting Minutes and March 11, 2020 Commissioners' Meeting Minutes.
4. Old Business:
5. New Business:
 - a. **County of Lancaster's Comprehensive Insurance Package Renewal Agreement**
Clarence Kegel, Account Executive – VP Commercial Solutions, Murray Insurance, will participate via conference call
 - b. **Purchasing Department – Ratification of Addendum to Agreement to Upgrade Bandwidth Services**
Linda Schreiner, Senior Buyer, Purchasing
 - c. **Purchasing Department – Software License Agreements and Software Maintenance Agreements with TeleoSoft, Inc.**
Linda Schreiner, Purchasing
Jacquelyn Pfursich, Clerk of Courts
Andrew Spade, Prothonotary
Christopher Leppler, Sheriff
Melissa Wein, Project/Business Analyst II, Information Technology
 - d. **Behavioral Health/Developmental Services – Amended Agreements**
Judith Erb, Executive Director, Behavioral Health/Development Services, or
John Stygler, Deputy Director of Administration, Behavioral Health/Developmental Services

"continued"

County Commissioners' Meeting Agenda

Wednesday, March 25, 2020

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e. **Facilities Management Department – Amended Agreements and Change Order for the Lancaster County Courthouse Renovations and Alterations Project**

Charles Douts, Director, Facilities Management

Barry Garman, Project Manager, Facilities Management

Tom Marcinkoski, Senior Project Architect, Greenfield Architects, Ltd.

f. **Appointment of Interim Director of the Facilities Management Department**

Lawrence George, Chief Clerk

6. Business from Guests

7. Adjourn

Note: The Commissioners' Meeting is being video recorded for public viewing and is available on the County's website. We ask that attendees speak into the microphone at the podium for audio recording purposes.

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster to approve the County of Lancaster's Comprehensive Insurance Package Renewal Agreement through Murray Insurance, Lancaster, Pennsylvania, utilizing OneBeacon Insurance Group as the underwriter, for the period April 1, 2020 through March 31, 2021. The total amount of the premium package is \$911,429.00, and includes Property, Inland Marine, General Liability, Commercial Automobile, Professional Liability, Excess Liability, Law Enforcement, Employment Practices, and Umbrella coverages, Guaranteed Rate Fee and Murray Insurance Fee.

3/25/20

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: _____
 Department: _____
 Date: _____

Board Action Requested:

(Specify Agreement, Amended Agreement, Grant App.,
 Change Order, Bid Award etc.)

Provider Information: (Name, Address): Murray Insurance
 39 N. Duke Street, P.O. Box 1728
 Lancaster, PA 17608-1728

Proposed Program Budget Information:

Service	2020/2021 Amount to be Approved	2019/2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Commercial Property & Casualty Insurance and Risk Management	\$911,428	\$886,247	\$25,181	2.84	

Term of Contract: 4/1/2020-21

Budget Comments: _____

Program Information/Description of Service:

Commercial Property & Casualty Insurance and Risk Management Services

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

Date you would like the County Commissioners'

To take official action on this item?:

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Who will be in attendance at the County Commissioners Meeting to comment on this item? Please include name and title:

This completed document must be submitted to the Chief Clerk by 9:00 am the Wednesday prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request. When there is a holiday, the request must be submitted no later than 12:00 noon on the Tuesday prior to the Meetings.

Premium Comparison

Line of Coverage	2019-2020	2020-2021	Difference
Property	\$130,156	\$146,408	+\$16,252
Inland Marine	\$144,989	\$125,875	-\$19,114
General Liability	\$63,297	\$68,987	+\$5,690
Commercial Automobile	\$71,403	\$78,845	+\$7,442
Professional Liability	\$279,986	\$296,453	+\$16,467
Excess Liability	\$110,788	\$119,860	+\$9,072
Guaranteed Rate Fee	\$10,628	Included in Above	-\$10,628
Murray Service Fee	\$75,000	\$75,000	No Change
TOTAL	\$886,247	\$911,428	+\$25,181

Provided the Loss Ratio does not exceed 40%, OneBeacon has agreed to limit the annual rate increase to not more than 3%

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department, to approve the following:

**Ratification of Addendum
to Agreement With:**

Windstream
Ephrata, Pennsylvania

Purpose:

To upgrade bandwidth services from 200mb to 700mb at the Lancaster County Government Center.

Amount:

Increase the estimated monthly cost from \$1,860.00 to \$2,600.00.

Term of Contract:

May 2, 2018 through December 31, 2023 with the option to extend up to an additional two years.

Note:

Due to time constraints and the necessity of services, the addendum documents were signed prior to review of the Board of Commissioners.

3/25/20

This completed document must be submitted to the Chief Clerk by **9:00 AM** the **WEDNESDAY** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: March 18, 2020

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.) Ratification of Addendum – Voice & Data Services RFP #17-002

Provider Information: (Name, Address): Windstream
124 East Main Street
Ephrata, PA 17522-0458

Proposed Program Budget Information:

Service	2020-23 Estimated Monthly Amount to be Approved	2020-2023 Est. Monthly Amount	Estimated Monthly Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Voice & Data Services	\$2,600.00	\$1,860.00	\$740.00	39.78%	County

Term of Contract: May 2, 2018 – December 31, 2023 with option to extend up to an additional two (2) years. Coterminous with Phone Contract.

Budget Comments: _____

Program Information: _____

Description of Service:
Resolution 34 of 2018 awarded Voice & Data Services (Local, Toll, Long Distance, VoIP, Data Communications & Internet) for the County of Lancaster (RFP 17-002). Resolution 56 of 2018 approved the change in platform for the services provided in RFP 17-002.

The addendum ratification request being submitted was to increase the bandwidth services at the Government Center located at 150 North Queen Street. Currently Windstream bandwidth is 200mb. This addendum would increase the

speed to 700mb. This upgrade was requested and approved by Information Technology.

Due to time constraints and the necessity of services, the addendum documents were signed prior to review of the Board of Commissioners.

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
n/a	n/a	n/a	n/a	n/a

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
n/a	n/a	n/a	n/a

Date you would like the County Commissioners'

To take official action on this item:

March 25, 2020

Who will be in attendance at the County Commissioners'

Work Session? Please include name and title:

Linda Schreiner, Senior Buyer

Who will be in attendance at the County Commissioners'

Meeting to comment on this item? Please include name and title:

Linda Schreiner, Senior Buyer

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Purchasing Department, to approve the following:

1. **Software License Agreement and Software Maintenance Agreement - Addendum C – Judgements Integration Module With:** TeleoSoft, Inc.
York, Pennsylvania

Purpose: To create an automated process by which judgements are sent from the Clerk of Courts Office to the Prothonotary’s Office.

Amount: Software License Agreement: One-time fee of \$51,000.00 (funding provided by Records Improvement Committee).

Software Maintenance Agreement: \$4,800.00 annually (funding will be equally shared between the Clerk of Courts and the Prothonotary Offices).

Term: March 25, 2020 through March 25, 2021 with automatic renewals in one-year increments.

2. **Software License Agreement and Software Maintenance Agreement - Addendum D – Armory With** TeleoSoft, Inc.
York, Pennsylvania

Purpose: To create a web-based application that interfaces with CountySuite Sheriff to manage the inventory of seized weapons for the Sheriff’s Office.

Amount: Software License Agreement: One-time fee of \$73,904.00 (funding provided by the Sheriff’s Office).

Software Maintenance Agreement: \$13,101.00 annually (funding will be provided by the Sheriff’s Office).

Term: March 25, 2020 through March 25, 2021 with automatic renewals in one-year increments.

This completed document must be submitted to the Chief Clerk by **9:00 AM** the **WEDNESDAY** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: March 17, 2020

Board Action Requested:

Specify Agreement, Amended Agreement, Grant App.,
Change Order, Bid Award etc.)
 Teleosoft – CountySuite Civil Court –
 Addendum C – Judgements Integration Module

Provider Information: (Name, Address):
 TeleoSoft, Inc.
 1700 7th Ave., Suite 150
 York, PA 17403

Proposed Program Budget Information:

Service	2020-21 Amount to be Approved	2017-2018 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Addendum C – Judgements Integration Module	\$51,000.00	n/a			RIC & County

Term of Contract: Award Amount: Licenses - \$51,000 one-time
 Maintenance - \$4,800.00 annually

Budget Comments: One – Time Licenses funding provided by Records Improvement Committee. The annual funding for the maintenance will be equally shared between the Clerk of Clerks and the Prothonotary Offices.

Program Information:

The purpose of this Teleosoft project is to create an automated process by which judgements are sent from the Clerk of Courts Office to the Prothonotary's Office.

The benefits of creating an electronic bridge between the Clerk of Courts and Prothonotary Offices will greatly increase efficiency in the processing of criminal judgements. The current system requires paperwork to be passed between several

individuals, creating delays at each step of the process. The new system would reduce the number of steps in the process, eliminate duplicate efforts, and help eliminate the potential for errors.

Addendum language and MOU have been reviewed and agreed upon pending BOC approval.

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
n/a				

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
n/a			

Date you would like the County Commissioners'

To take official action on this item?

March 25, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Linda Schreiner, Purchasing
Jacquelyn E. Pfursich, Esq., Clerk of Courts
Andrew E. Spade, Esq., Prothonotary
Melissa Wein, Project/Business Analyst II

Who will be in attendance at the County Commissioners' Meeting to comment on this item? Please include name and title:

Linda Schreiner, Purchasing
Jacquelyn E. Pfursich, Esq., Clerk of Courts
Andrew E. Spade, Esq., Prothonotary
Melissa Wein, Project/Business Analyst II

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COVER SHEET FOR
CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Linda Schreiner, Senior Buyer
 Department: Purchasing
 Date: March 17, 2020

Board Action Requested:

Specify Agreement, Amended Agreement, Grant App.,
Change Order, Bid Award etc.)

Teleosoft – CountySuite Sheriff –
Addendum D – Armory

Provider Information: (Name, Address):

TeleoSoft, Inc.

1700 7th Ave., Suite 150

York, PA 17403

Proposed Program Budget Information:

Service	2020-21 Amount to be Approved	2017-2018 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)
Addendum D – Armory	\$73,904.00	n/a			County

Term of Contract:

Award Amount: Licenses - \$73,904.00 one-time
 Maintenance - \$13,101.00 annually

Budget Comments:

One – Time Licenses and annual funding for the maintenance will be provided by the Sheriff's Office.

Program Information:

The purpose of this Teleosoft project is to create a web-based application the interfaces with CountySuite Sheriff to manage the inventory of seized weapons for the Sheriff's Office.

Some of the benefits of the Armory project are as follows;

Real time inventory of our Armory. Right now, it takes days if not weeks to inventory weapons, this system will allow us to inventory in a matter of hours - better accountability of our inventory and the ability to check it more often.

Increased efficiency. Less time receiving, processing, labeling, boxing and receiving weapons. The process will be cut down drastically saving time and money.

Improved tracking of weapons from the time they are confiscated to the time they returned or disposal, as well as capability of attaching photos of weapons at the time of confiscation.

Due to the implementation of Act 79, we have seen a substantial increase in the confiscated weapons. This is due to the elimination of safe keeping permits. As a result, one additional supervisor has been assigned to handle confiscations on an almost full-time basis. The Armory project will allow the supervisors to focus on other areas of responsibility instead of just PFA Weapons.

Addendum language and MOU have been reviewed and agreed upon pending BOC approval.

Complete sections pertaining to bid awards and Request for Proposals:

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source
n/a				

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source
n/a			

Date you would like the County Commissioners'

To take official action on this item?

March 25, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Linda Schreiner, Purchasing
Christopher Leppler, Sheriff
Melissa Wein, Project/Business Analyst II

Who will be in attendance at the County Commissioners' Meeting to comment on this item? Please include name and title:

Linda Schreiner, Purchasing
Christopher Leppler, Sheriff
Melissa Wein, Project/Business Analyst II

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of Behavioral Health/Developmental Services (BH/DS), to approve the following:

1. **Amended Agreement No. 1 With:** Community Services Group
Mountville, Pennsylvania

Purpose: The Lemon Street facility has changed service from Community Residential Rehabilitation Intensive to Dom Care Residential Home effective January 1, 2020.

Amount/Term: There is no change in the total contract amount which remains at \$4,360,774.00 for Fiscal Year 2019-2020.

2. **Amended Agreement No. 2 With:** A New Direction – What’s Next
Macungie, Pennsylvania

Purpose: To adjust contract due to an increase in consumer needs for community support and respite services.

Amount/Term: Increase the amount of the existing contract by \$11,182.72, for a total contract amount not to exceed \$36,723.18 for Fiscal Year 2019-2020.

REQUEST SUMMARY

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ITEMS FOR COMMISSIONERS' AGENDA ON MARCH 18, 2020

from

LANCASTER COUNTY BEHAVIORAL HEALTH/DEVELOPMENTAL SERVICES

Item #	Unit	Name of Contract Provider	Term	Budget Amount Being Requested	Percent of Increase/Decrease	Goals (Define goals by percentages when applicable)	Trends
	MH	Community Services Group (CSG)	07/01/19 - 06/30/20	\$4,360,774.00	-0-	Provides community-based vocational rehabilitation services for adults with serious mental illness to include the vocation day program, supportive employment and job loss prevention. CSG provides intensive case management services to adults and children who experience serious mental illness and emotional disturbances. They also provide psychiatric evaluations, medication management, individual therapy and group therapy to individuals who experience serious mental illness. They also provide partial hospitalization services and social rehabilitation to adults who experience serious mental illness.	Amendment #1: Lemon Street changed service on 01/01/20 from Community Residential Rehabilitation Intensive to Dom Care Residential Home.
	IDD	New Direction, A - What's Next	07/01/19 - 06/30/20	\$ 36,723.18	43.78% Increase	Provides community support and respite services to individuals being served by Lancaster County IDD.	Amendment #2: Funding for In-Home & Community Supports (W7060) is increased due to an increase in consumer needs (+\$11,182.72).

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed for the County of Lancaster, acting on behalf of the Facilities Management Department, to approve the following:

- Amended Agreement With:** Greenfield Architects, Ltd.
Lancaster, Pennsylvania

Purpose: To provide additional professional services required during the extended bid period for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.

Amount/Term Not to exceed \$8,100.00 through completion of project.
- Amended Agreement With:** Greenfield Architects, Ltd.
Lancaster, Pennsylvania

Purpose: To provide additional construction administration services for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.

Amount/Term: Not to exceed \$58,120.00 through completion of project.
- Amended Agreement With:** Greenfield Architects, Ltd.
Lancaster, Pennsylvania

Purpose: To provide additional design services by consultant JDB Engineering to monitor power usage to assist in the evaluation of the sewage pumps to be connected to the emergency power system for the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.

Amount/Term: Not to exceed \$8,815.00 through completion of project.
- Amended Agreement With:** Greenfield Architects, Ltd.
Lancaster, Pennsylvania

Purpose: To provide engineering consultant services by JDB Engineering for audio-visual and information technology requirements for the District Attorney's area relating to the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.

Amount/Term: Not to exceed \$6,350.00 through completion of project.

"continued"

Facilities Management – Amended Agreements and Change Order

Page 2

5. **Change Order No. 3 With:** Cyprum Solutions
East Petersburg, Pennsylvania

Purpose: To provide additional electrical construction services for added work on the District Attorney’s area relating to the Lancaster County Courthouse renovations and alterations project on the fifth through seventh floors.

Total Change Order: **Add \$38,798.03**

Total Project Cost: **\$2,154,510.00**

3/25/20

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Charles Douts
 Department: Facilities Management
 Date: March 12, 2020

Board Action Requested:
 (Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)
 Courthouse Renovation Project, Change Order for additional scope of services during the bid process

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract:

Budget Comments:

Program Information:

A change order in the amount of \$8,100 is proposed for Greenfield Architects for additional services required during the extended bid period. The bid period was extended to seven weeks to permit the design team to process the unusual amount of RFI's and to create two additional drawings to answer updated code related issues. This additional work helped to document and define the project and eliminate any bidding ambiguities between potential contractors and the County project expectations. See attached document.

Complete sections pertaining to bid awards and Request for Proposals

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

²⁵
 March ~~18~~, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Charlie Douts, Director, Facilities Management
 Barry Garman, Project Manager
 Tom Marcinkoski, Greenfield Associates



GREENFIELD ARCHITECTS LTD.

An Affiliate of High Real Estate Group LLC

1853 William Penn Way ■ P.O. Box 10008 ■ Lancaster, PA 17605-0008
(717) 293-4475 ■ FAX (717) 293-4499 ■ www.greenfieldarchitects.net

Francis S. Fox, President, RA, AIA, NCARB, LEED AP

March 11, 2020

Charles E. Douts, Jr.
Director
Facilities Management
150 North Queen Street, Suite 612
Lancaster, PA 17603

Re: Lancaster County Courthouse Additional Scope of Service
Bidding Period Fee Increase

Dear Mr. Douts,

Please find by this letter our request for an adjustment to our Professional Services agreement. The reasons for our request regard the Bidding period of seven-week duration which ended July 17 with the bid opening for the Lancaster Courthouse Alterations to the 5th through 7th floor and Infrastructure alterations. The following pertains;

- The bid period was extended, with justification, seven weeks versus the original four to allow the design team to process and answer RFI's. While any number of RFI's can be considered, and the design team does not dismiss them as without merit, the number of RFI's received by one contractor exceeded the other's numbers fourfold. Answering these can lead to considerations of adding information to the documents. All RFI's are answered by Addendum.
- Two additional drawings were added which created the primary bulk of our costs. These were provided in part to answer updated code-related issues required by the City. Further, much more drawing was provided on remaining documents to define for the General Contractors the extent of the work they were required, to open and close areas for other prime contractors' work. In aggregate, to document this work and eliminate any bidding ambiguities between the General Contractors benefits the client and project by reducing change orders but this utilized two weeks or more of drafting time and Architect's processing.

The proposed fee increase request is \$8,100.

An amendment to the Owner-Architect Agreement will be issued for signature upon the County's Authorization.

If you have any questions or need further information, please do not hesitate to contact me directly at 717-390-4614 or via e-mail at tmarcinkoski@high.net.

Sincerely,

Thomas Marcinkoski, R.A.
Senior Project Architect

fmr

cc: Barry Garman, LCCH
Architect's File

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Charles Douts
 Department: Facilities Management
 Date: March 12, 2020

Board Action Requested:

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Courthouse Renovation Project, Change Order for additional scope of services in Construction Administration

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract:

Budget Comments:

Program Information:

A change order in the amount of \$58,120 is proposed for Greenfield Architects for additional construction administration services. The justification is based upon additional site visits, addenda and bulletins to address solutions to found conditions. This change order will be paid with project contingency funds. See attachment.

Complete sections pertaining to bid awards and Request for Proposals

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

²⁵
March 18, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Charlie Douts, Director, Facilities Management
 Barry Garman, Project Manager
 Tom Marcinkoski, Greenfield Associates



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Francis S. Fox, President, RA, AIA, NCARB, LEED AP

March 11, 2020

Charles E. Douts, Jr.
Director
Facilities Management
150 North Queen Street, Suite 612
Lancaster, PA 17603

Re: Lancaster County Courthouse Additional Scope of Service
Increase in Construction Administration Services

Dear Mr. Douts,

Please find this letter as a formal request for an increase in Construction Administration Professional Services fee related to the Alterations to the Lancaster County Courthouse. The particular rationale for this request regards the slight increase in construction duration versus what our November 2016 proposal for professional services anticipated. To summarize our fee adjustment is the following;

- Our proposal allocated (12) site visits at multiple hours per visit, a pre-bid meeting, plus (2) substantial completion reviews and walk-thru's, each of which will be several full days to review in field, document and re-review.
- Presently, our schedule has used (16) visits to date in the past seven months (as of mid-March 2020). Our hours have been as judicious as possible. We have utilized few Addenda and Bulletins to address solutions to found conditions.
- The project was proposed using billing rates that were projected and keyed to 2017/2018. The bidding and construction phases are occurring in 2019/2020, at which time our expenses for staffing and overhead have increased, justifying a fee increase to accompany the construction administration scope increase. We are, however, keeping the rates originally proposed.
- We project, based on recent project history, that we will attend (18) to (20) more job meetings, with their commensurate additional hours to attend, address RFIs, write Bulletins, change orders and any other manner of documentation to changes of scope. As each meeting and document entails a block of hours to research, collate, answer and document properly, we assign multiple hours to each meeting.
- We can assign (3) additional site visits to attending and documenting Substantial Completion walk-thru's and Punchlist publication and follow-up.

Page Two
Charles E. Douts, Jr.
March 11, 2020

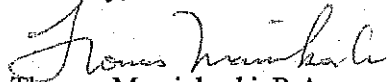
- Our proposed fee adjustment incorporates our engineers' services as well, for the same reason as our request.

The proposed fee increase request is \$58,120.

An amendment to the Owner-Architect Agreement will be issued for signature upon the County's Authorization.

If you have any questions or need further information, please do not hesitate to contact me directly at 717-390-4614 or via e-mail at tmarcinkoski@high.net.

Sincerely,



Thomas Marcinkoski, R.A.
Senior Project Architect

fmr

cc: Barry Garman, LCCH
Craig Malesic, JDBE
Architect's File

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Charles Douts
 Department: Facilities Management
 Date: March 12, 2020

Board Action Requested:

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Courthouse Renovation Project, Change Order to permit the recording power meter for the emergency connection of existing sewage pumps

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract:

Budget Comments:

Program Information:

A change order in the amount of \$8,815 is proposed for Greenfield Architects and JDBE to monitor power usage to assist in the evaluation of the sewage pumps to be connected to the emergency power system.

This change order will be paid with project contingency funds. See attachment.

Complete sections pertaining to bid awards and Request for Proposals

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

March 18, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Charlie Douts, Director, Facilities Management
 Barry Garman, Project Manager
 Tom Marcinkoski, Greenfield Associates



GREENFIELD ARCHITECTS LTD.

An Affiliate of High Real Estate Group LLC

1853 William Penn Way ■ P.O. Box 10008 ■ Lancaster, PA 17605-0008
(717) 293-4475 ■ FAX (717) 293-4499 ■ www.greenfieldarchitects.net

Francis S. Fox, President, RA, AIA, NCARB, LEED AP

March 11, 2020

Charles E. Douts, Jr.
Director
Facilities Management
150 North Queen Street, Suite 612
Lancaster, PA 17603

Re: Lancaster County Courthouse Additional Scope of Service
Recording a Power Meter

Dear Mr. Douts,

This letter is our formal presentation of the cost of the work requested of our consultants, JDB Engineering for additional design services pursuant to recording a power meter (JDBE ASR #3). This work involves a 2-week period to monitor emergency power usage with the power meter. At the conclusion of this period a determination may allow the sewage pumps to be connected to the emergency power system.

The proposed fee for this additional service is \$3,815. This includes the standard markup and documentation as required for both JDBE and Greenfield Architects to publish this work. The appropriate design solution will be documented for Contractor pricing and implementation after a client-approved change order has been processed.

An amendment to the Owner-Architect Agreement will be prepared for this change to the Scope of Services.

If you have any questions or need further information, please do not hesitate to contact me directly at 717-390-4614 or via e-mail at tmarcinkoski@high.net.

Sincerely,

Thomas Marcinkoski, R.A.
Senior Project Architect

fmr

cc: Barry Garman, LCCH
Craig Malesic, JDBE
Architect's File

This completed document must be submitted to the Chief Clerk by **9:00 am** the **Wednesday** prior to the County Commissioners' Work Session and Commissioners' Meeting. Please don't wait until the deadline to submit the request.

COVER SHEET FOR

CONTRACTS/AGREEMENTS/GRANT APPLICATIONS/ CHANGE ORDERS, ETC.

Submitted by: Name and Title: Charles Douts
 Department: Facilities Management
 Date: March 12, 2020

Board Action Requested:

(Specify Agreement, Amended Agreement, Grant App., Change Order, Bid Award etc.)

Courthouse Renovation Project, Change Order for District Attorney Detectives AV and IT requirements

Provider Information: (Name, Address):

Proposed Program Budget Information:

Service	2029 Amount to be Approved	2020 Amount	Amount Increase/ Decrease	Percent Increase/ Decrease	Percent Funding Source (Co., State, Fed)

Term of Contract:

Budget Comments:

Program Information:

Proposed Audio-Visual and IT infrastructure for the Detective's interview space on the 6th floor of the new District Attorney office area is requested. Change Order in the amount of \$6,350 for professional services from Greenfield Architects and \$38,798.03 from Cyprium Solutions, the project electrical contractor. This change order will be paid with project contingency funds. See attached documentation.

Complete sections pertaining to bid awards and Request for Proposals

# of Bids Received	Is Proposed Contract to the Lowest Bidder (Y/N)	If No, Please Explain	Performance Bond Required?	Define Funding Source

Complete Sections Pertaining to Construction Projects:

Amount of Change Order	Amount of Original Budget	Revised Total Budget Reflecting Change	Define Funding Source

25
March 18, 2020

Who will be in attendance at the County Commissioners' Work Session? Please include name and title:

Charlie Douts, Director, Facilities Management
Barry Garman, Project Manager



GREENFIELD ARCHITECTS LTD.

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March 11, 2020

Charles E. Douts, Jr.
Director
Facilities Management
150 North Queen Street, Suite 612
Lancaster, PA 17603

Re: Lancaster County Courthouse Additional Scope of Service
County Detectives AV and IT requirements

Dear Mr. Douts,

Pursuant to the incorporation of the infrastructure design for the Count Detectives AV and IT requirements, we present the proposed cost for our engineering consultant, JDB Engineering (JDBE ASR #2). This cost includes the design/coordination of the Private network, Court network, private Wi-Fi, and Interview A/V, plus any additional power requirements.

The proposed fee for this additional services is \$6,350. This includes the standard markup and documentation as required for both JDBE and Greenfield Architects to publish this work for the Contractor's pricing and action.

An amendment to the Owner-Architect Agreement will be prepared for this change to the Scope of Services.

If you have any questions or need further information, please do not hesitate to contact me directly at 717-390-4614 or via e-mail at tmarcinkoski@high.net.

Sincerely,

Thomas Marcinkoski, R.A.
Senior Project Architect

fmr

cc: Barry Garman, LCCH
Craig Malesic, JDBE
Architect's File

CONTRACTORS COST BREAKDOWN

CHANGE ORDER NO. 3
 CONTRACT #17002
 Lancaster County Courthouse
 50 North Duke Street
 Lancaster, PA 17602

Cyprum Solutions, INC.
 DATE: 3/11/2020
 COR # 3
 DESCRIPTION: Costs for added work on 6th floor
 District Attorney Area

AMOUNT	UNIT	MATERIAL DESCRIPTION	UNIT COST	ADD	TOTAL
Lot		Per attached sheet			\$8,968.04
		Sub Total Materials			\$8,968.04
		Sales Tax @ 6 %			\$538.08
		Sub Total Materials & Sales Tax			\$9,506.12
		Overhead & Profit @ 15 %			\$1,425.92
		Material Total			\$10,932.04
HOURS	RATE	LABOR CLASSIFICATION	HR. BASE RATE	TOTAL BASE RATE	TOTAL
302.07	\$63.34	On Site Superintendent	\$63.34	\$19,133.11	\$19,133.11
		Sub Total Labor		\$19,133.11	\$19,133.11
		PUCA	10.80%		\$2,066.38
		FUCA	0.80%		\$153.06
		Commercial General Liability Insurance	0.50%		\$95.67
		Social Security/Medicare	7.65%		\$1,463.68
		Workman's Compensation Insurance	5.15%		\$985.36
		Sub Total Labor			\$23,897.26
		Overhead & Profit @ 15 %			\$3,584.59
		TOTAL LABOR			\$27,481.85
HOURS	EQUIPMENT DESCRIPTION	RENTAL RATE			TOTAL
	Rental Equipment				\$0.00
	Sub Total Equipment				\$0.00
	Sales Tax @ 6 %				\$0.00
	Sub Total Equipmwnt & Sales Tax				\$0.00
	Overhead & Profit @ 15 %				\$0.00
	TOTAL EQUIPMENT				\$0.00
	Sub Total Subcontracts				\$0.00
	Overhead & Profit @ 15 %				\$0.00
	TOTAL SUBCONTRACTS				\$0.00
	Total Material				\$10,932.04
	Total Labor				\$27,481.85
	Total Equipment				\$0.00
	Total Subcontracts				\$0.00
				SUB TOTAL	\$38,413.89
	LESS DEDUCTS				\$0.00
				SUB TOTAL	\$38,413.89
	Bond	1.00%			\$384.14
				TOTAL PROPOSAL	\$38,798.03

Randall E. Leaman, Contract Manager

On motion of Commissioner _____, seconded by Commissioner _____, it was agreed to appoint Robert Devonshire as Interim Director of the Facilities Management Department for the County of Lancaster effective Friday, March 27, 2020.

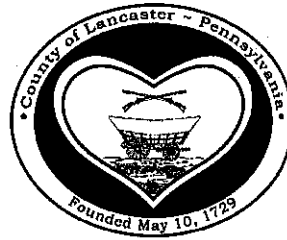
3/25/20

LANCASTER COUNTY ELECTION BOARD

AGENDA

MARCH 25, 2020

Conference Room #701, 7th Floor



1. Meeting Called to Order:
2. Minutes as Distributed: Postpone approval of the March 18, 2020 Election Board Minutes.
3. Old Business:
4. New Business:
 - a. **Public Hearing re. Proposed Polling Place Changes**
Randall Wenger, Chief Clerk/Registrar, Board of Elections
 - b. **Resolution No. 6 of 2020 – Approval of Polling Place Changes**
Randall Wenger, Chief Clerk/Registrar, Board of Elections
5. Business from Guests
6. Adjourn

ELECTION BOARD RESOLUTION NO. 6 OF 2020

On motion of _____, seconded by Commissioner _____;

WHEREAS, A public hearing was held on Wednesday, March 25, 2020 at 9:15 a.m. following the Commissioners' Meeting which starts at 9:15 a.m. for the designation of polling places for Lancaster City – Fourth Ward, First Precinct; Lancaster City – Eighth Ward, Sixth Precinct; Elizabethtown Borough – Third Ward, Third Precinct; and Pequea Township – New Danville District; and

WHEREAS, Proper notices of said hearing were posted by the Chief Clerk.

NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF ELECTIONS, That the Board hereby designates the following polling places effective with the 2020 General Primary.

FROM:

TO:

Lancaster City – Fourth Ward, First Precinct

Southern Market Center
100 South Queen Street
Lancaster, Pennsylvania

Teen Haven Lancaster Youth Center
205 South Queen Street
Lancaster, Pennsylvania

Lancaster City – Eighth Ward, Sixth Precinct

Fire Station No. 6
843 Fremont Street
Lancaster, Pennsylvania

Two Dudes Painting
750 Poplar Street
Lancaster, Pennsylvania

Elizabethtown Borough – Third Ward, Third Precinct

United Zion Church
401 East Park Street
Elizabethtown, Pennsylvania

Elizabethtown College (Young Center)
400 Campus Road
Elizabethtown, Pennsylvania

Pequea Township – New Danville District

Bible Evangelical Methodist Church
2 Kay Drive
Lancaster, Pennsylvania

New Danville Fire Company
43 Marticville Road
Lancaster, Pennsylvania

3/25/20