



Nerahoo Hemraj
Controller

GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
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September 27, 2018

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #18-148 CONSULTING, DESIGN AND CONSTRUCTION ENGINEERING FOR THE IRON BELLE TRAIL FROM IRISH ROAD TO RICHFIELD PARK MANDATORY PRE-BID MEETING: Tuesday, September 25, 2018 at 10:00 a.m.

The Pre-Proposal meeting was held at the Genesee County Parks and Recreation Administration Building.

Attendance:

Cindy Carnes, Purchasing Manager
Matt Armentrout, Genesee County Parks Facilities Director
Ron Walker, Genesee County Parks Deputy Director
Sydney Kanan, Anderson, Eckstein and Westrick Inc
Leslie Zawada, Civil Engineering Solutions
Geric Rose, Fleis & Vandenbrink
Max Little, Flint Surveying & Engineering
Laura Gruzowski, Johnson & Anderson Inc
Leigh Merrill, Johnson & Anderson Inc
Vanessa Warren, OHM Advisors
Douglas Schultz, Rowe Professional Services Company
Taylor Reynolds, Spalding DeDecker
Tanya Moore, Spicer Group
Melissa Gagne, Genesee County Parks Secretary

At 10:05 a.m. County Staff introductions – Ron Walker, Matt Armentrout, Melissa Gagne, Cindy Carnes

Walker: Sign-in is mandatory. Attendance and sign-in is mandatory to submit a proposal. This is a pre-bid meeting for Consulting, Design and Construction Engineering for the next section of the Iron Belle Trail. The section runs from Irish Road to Richfield Park.

Carnes: That is exciting.

Walker: It is very exciting. The last section of the trail completed is right here outside of our office.

INSTRUCTIONS AND INFORMATION TO PROPOSERS – CINDY CARNES

Cindy Carnes, Purchasing Manager for Genesee County – the sole contact for the proposal. Do not contact Parks staff or any others in the county. All questions should be directed to Cindy Carnes and she will direct questions to whoever is responsible. Everything will be kept fair and open and will be published equally to all. All are required to sign in to be considered for submission of a proposal. All proposals are due Wednesday, October 24 at 3:00PM. They are to

be turned in to the Purchasing Office, at the Genesee County Administration Building – 1101 Beach Street, Room 361, Flint, MI 48502. Any proposals submitted after 3:00PM will not be accepted. Due to the ability of the Parks to plan well, there is lots of time to complete the proposals. The proposals submitted must have an original signature. It is also required to submit a paper and electronic copy on a thumb drive, DVD, or CD. This information will also be available on MITN (Michigan Intergovernmental Trade Network). All proposal information can be found on our website, gc4me.com, on the Purchasing Department webpage, under Current Bids. This location is the official posting of the request for proposal. Addendums will be posted with all questions being part of that. These will also be posted on MITN.

On the left side of the Purchasing webpage, you will find Freedom of Information. It is also listed under the Additional Terms and Conditions of the proposal as section seven. Everything can be FOIA'd. If there is any information wished to remain confidential, there is a process to be held and determined whether or not FOIA is granted. This is by State of Michigan law.

Page seven of the proposal states the Minimum Qualifications of Proposers. There can be no record of violating Federal, State, and Local regulations, and the contractor must provide drawings stamped by a licensed Engineer in the State of Michigan.

Page 11, Section 6, describes the information wanted from proposers. The Technical Proposal is your opportunity to tell the County about your firm, what projects you have worked on, and any experience that relates to this project. The Work Plan describes how the project will be done and how issues are handled. Labor Requirements is a section to describe who will be working on the project and what prequalification was required. It is also a place to include any information about your firm that does not fit anywhere else.

Under Cost Proposals, there are Two Price Proposals for Project. Everything must itemize and be submitted on a not-to-exceed basis for both Design Engineering and Construction Engineering. Price as if the proposer is only getting one part of the project. If there are cost savings, should both portions be awarded then include the savings as an additional line or comment on the proposal.

The section Administrative Proposals is to describe who the proposer is as a business.

Page fifteen of the proposal is labeled the Signature Page. This page is for the business organization's information. The Signature page requests Tax ID number and DUNS. Standard contract is a draft for review any exceptions to this are to be stated in the proposal.

Page sixteen of the proposal is the Insurance Checklist. This is the required insurance, if the bid award is accepted. This has to be signed by the Insurance agent and bidder. Some proposers provide a Certificate of Insurance, but it is not necessary.

Page seventeen is for the References. List any companies you have worked with on similar projects.

Page thirteen, Section 7 of the proposal is the Evaluation Criteria and Selection Procedure. The county is looking for your ideas and experience. Cost is only representing 10 points. That is a portion of the criteria not any more important than experience.

Read and know what is expected of the project.

PROJECT DETAILS - RON WALKER & MATT ARMENTROUT

This project is all on County property, so there will be no easements. The existing trail has been used for years. The project is pretty straightforward. We are expecting the project to be \$375,000.00. This proposal is for the design and construction engineering only, not for construction. Parks is expecting all information and documentation to be submitted complete. It is expected to include survey staking and follow all MDOT requirements. There will be no electronic lights or electronic devices.

We will be seeking a solid number for bid, no additions later. The project is looking to follow the existing walking trail, which is 1.4 miles long.

Carnes: These are questions that were e-mailed prior to the meeting.

Q1. Will the trail be paved or graveled?

A1. Paved

- Q2. Will the project be a nature conservation interpretive experience?
A2. No.
- Q3. So there will not be signs for a nature conservation interpretive experience?
A3. No signage
- Q4. Will this trail be handicapped accessible?
A4. Yes.
- Q5. Will there be benches?
A5. No.
- Q6. Will there be restrooms?
A6. No.
- Q7. It is assumed that the trail will be wide enough for maintenance vehicles?
A7. Yes.
- Q8. Will there be security cameras along the trail?
A8. No.

Construction is expected in 2020.

- Q9. The grant administration is handled by Parks?
A9. Yes.
- Q10. This will be funded by TAP?
A10. It will be funded by a combination of TAP, Parks, and Trust Fund grant funds. It will be managed by the Parks.
- Q11. Is Parks the applicant, local agency?
A11. We have an agreement with the Genesee County Road Commission to work collaboratively. They are the local agency.
- Q12. The \$375,000 includes everything?
A12. Yes.
- Q13. Are you funding Engineering fees through grant monies?
A13. Trust Funds

The Genesee County Road Commission assigns an Engineer to oversee and monitor plans.

E-mail all questions and inquiries to Cindy Carnes by Friday, October 5, 2018 at 10:00AM. Proposals must be submitted to the Genesee County Administration Building – 1101 Beach Street, 3rd floor. Turn in early, if possible. They will be locked up. Proposals will not be accepted if after 3:00PM.

- Q14. Are you aware of any flooding?
A14. No. The trail is sandy, high, well-traveled by snowmobiles and horses. It is a used trail.
- Q15. Do you expect any wetland impacts?
A15. No, it is very sandy soil, well-drained, piney.
- Q16. MDOT permits SHPO clearance and everything related to TAP?
A16. Yes.

Q17. Will there be full-time inspection from the Road Commission?

A17. There is no requirement for a Field Manager. The Road Commission reviews plans, navigates the bidding. The Road Commission submits to MDOT for contractor.

Q18. Should horseback riders be considered for this trail?

A18. No. They were factored in for this last section of trail. That left a huge mess on the trail.

Meeting end: 10:33AM

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

**ALL PROPOSALS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502**

Cindy Carnes, Purchasing Manager
G:/bid2/2018/18-184add1