



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 343, COUNTY ADMINISTRATION BLDG.
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FLINT, MICHIGAN 48502

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CINDY CARNES
Purchasing Manager

April 17, 2015

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #15-052
Trail Design and Engineering**

1. Please include the minutes and questions and answers on attachment 1, as part of the above mentioned RFP.
2. See attachment 2 for corrections to trail description.
3. See attachment 3 for sample report. Posted at GC4me.

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 343
FLINT, MI 48502**

Cindy Carnes, Purchasing Manager
G:/bid2/2015/15-052 add1

ATTACHMENT #1
PRE-PROPOSAL MEETING TUESDAY, April 14, 2015, 10:00 AM
#15-052 Trail Design and Engineering

Staff Present:

Barry June, Deputy Director, Genesee County Parks
Deborah Wilkes, Recording Secretary, Genesee County Parks
Jacob Maurer from the Planning Commission

Geric L. Rose, PE, PS, Fleis & Vandenbrink
Lisa M. Easterwood, ASLA, Fleis & Vandenbrink
Andrew VanWormer, P.E., OHM Advisors
Timothy J. Hoffert, PE, Moore & Bruggink, Inc.
Ryan Whitehouse, Johnson & Anderson
Mark D. Collins, PE, LEED AP, Civil Engineering Solutions, Inc.
Jason R. Kenyon, PE, Wade Trim
Jason Bibby, AICP, AECOM
Steve Metzger, DLZ
Wesley Landon, GEI Consultants
Suzanne Fromson, LEED AP, ASLA, Edgewater Resources
Jack Wheatley, PE, Rowe Professional Services Company
Jeffrey J. Huhta, PE, PS, Nowak & Fraus Engineers
Adam Fercho, LEED AP, Conservation Design Forum

Deputy Director Barry June welcomed those in attendance and introduced himself.

This is a not a mandatory pre-bid meeting but it is your best chance at getting any answers about this project. All attendees are asked to sign in. All attendees are asked to leave a business card as well.

This is a request for proposals for Trail Design and Engineering. The original Request for Proposal (RFP) is online at www.gc4me.com Always go to this site for addendum, questions, and information from this meeting today.

If you think of any other questions after today, you must direct them directly to Cindy Carnes, Purchasing Manager at Genesee County, ccarnes@co.genesee.mi.us. All questions after today must be submitted by Monday, April 20 at noon and should be directed only to Cindy in the Purchasing Department. Answers will be posted in the addendum. Keep checking the website for any additional addendums, changes, and/or corrections so you have knowledge of these items.

Mr. June reviewed items in the Request for Proposals that all proposers should pay particular attention:

Bids are due **Wednesday, May 6 at 3:00 pm**. Late proposals or proposals sent by fax or email will not be accepted.

All communications regarding this RFP shall be made through the purchasing contact referenced in this document after today. No contact regarding this solicitation shall be made with other county employees after today. If you need to ask questions after today, they must be sent to Cindy Carnes. She will post the answers on the website as an addendum.

Evaluation and Award: The contract will be awarded to the responsible offerer whose proposal is determined to be the most advantageous to the County, based on the evaluation criteria set forth in this RFP. We may award one, some, all, or none. The County may not be the only purchaser off this contract. Some of the other municipalities mentioned in this contract may decide to have a section of their trail scoped. So this is your opportunity to be out there and available to have your services purchased. That is really the whole objective, to get all these trail segments scoped. The part that we (the Genesee County Parks) are doing we will try to get grant funding from the State to do part of ours. So there is really no telling how many sections of this RFP will be purchased. When you do this, keep in mind that the longer you can hold your price the more likely it is that either ourselves, or another municipality, may say “hey, we found money and will you honor your price and scope this section of trail for us.”

Cancellation, Rejections: We may not do any, or we may do one, or we may do a lot of them, it depends on the funding that becomes available.

Contact Information: Questions after today can be directed to Cindy Carnes and her information is listed on Page 8, #2.

Qualifications: Make sure you put your qualifications in your proposal so we know you are qualified to bid on this.

Best and Final Offers: Depending on the outcome, we may negotiate with one or several firms to do portions of this in a best and final offer situation.

Projection Information and Scope of Work: Proposals may include all trail projects as listed on pages 12-17, or only those trail projects selected by the proposer or other municipalities that these trail sections pass through. Awards shall be made separately for each trail section.

All the sections are listed. It is not required that you bid on every section. If there is a certain section that is the only section you want to bid on, that is fine, just send in your proposal for that section. There are a lot here and it may be too much for one firm to do proposals.

Correction: Iron Belle Trail Extension section 1 and 2, page 15, needs a correction, each attendee was given a paper with this correction:

Section 1A – From the sidewalks along M-15 on the North end of the Village of Goodrich to the Village Limits (Village of Goodrich)

Section 1B – From the Village Limits along M-15 to the intersection of M-15 and Perry Roads. (Atlas Township)

Information Required from Proposers: Make sure you follow this format so your proposal is deemed responsive.

Evaluation Criteria and Selection Procedure: These sections explain how each proposal will be evaluated and the criteria used to determine the successful offer. Award(s) shall be made separately for each trail section; an economy of scale can be used, should one consultant receive multiple sections. Please read it carefully.

Signature Page: We encourage you to include in your proposal how long your proposal will be good. It may be a year that we are able to come up with some money. So the longer you can hold your price... but it would be all up to you how long you can hold that price.

Insurance Checklist: Make sure you go over this with your insurance agent and it is signed by the agent and your company's representative.

References: Please list your references for jobs similar to this one that you have bid on.

Q: Do you have information about each trail section as far as the mileage, length, or some of them list connections, how long the connections are - overall length?

A: No, if it is not in there, we do not have it.

We are very aggressively pushing trails in the County, we are aggressively applying for grants from the state as well as alternative transportation funds for trails in the County. We did a survey, and trails is the number one issue for residents in this county. We want everybody to have a chance to get some of this business.

Q: You mentioned affordable trail segments, are you basing the word affordable off of the grants that you are applying for?

A: The ones we are able to apply for.

Q: You are considering applying for...

A: We have applied for some and in the future we will be applying for more.

Affordable to us, \$600,000 to 1 million dollars is what we consider affordable.

Q: As far as organizing this into quotes, would you consider if some of these are grouped into categories, a certain type of trail, and we say that there are 40 different pieces here, to quote some of them that fall under certain category or price range. Is that something you would consider for this proposal to be more efficient and easy to understand or do you want each section specifically explained and detailed out?

A: We've listed several sections that need to be bid together, other than that you are free to propose however you feel is best for you. There are certain sections that it just doesn't make sense to break it up. We have a map on the wall for you to visualize what we are talking about.

Mr. June introduced Jacob Maurer from the Planning Commission. They showed the sections of the Iron Belle Trail. For the sections of the Iron Belle that passes through, basically from Genesee to the Southern Lakes Trail in Columbiaville, the objective is to route the trail as much as possible through County Park property. Keep that in mind when you are doing your proposal, you want to utilize as much park property as possible. There is no clear cut route through there so that is why we are having that as one proposal.

Q: Are you looking for a cost for just a scoping package to put together to apply for grants and for full design, or one or the other?

A: We will apply for a grant for the scoping. So, once we get a price to scope the trail, then we have a number to go to the state to say we need 'x' amount of dollars to scope this entire trail through the county and that is what we will use these proposals for. Once we get the scoping done, we will pick sections of the trail we want to build, we will apply for grants, and then use that scoping information for that.

Q: The consultants don't need to include the cost of putting the grant together?

A: No, we will put the grant application together.

Q: And that wouldn't include any kind of final design? Because the RFP talks about specifications and special provisions, which would normally come along with a final design.

A: This will not be a final design. We want to make sure that you know that the trail needs to be wide enough for ASHTO standards and, when you are doing the scoping, that we have enough right of way to get in there and slopes, terrain, and those sorts of things. But no, we don't expect final design work, just preliminary.

Q: Do you have an example of that deliverable that you are looking for? Conceptual engineering could mean different things to different people here.

A: You mean the level of detail?

Q: Maybe we would all use the County GIS information as a base to work with, but beyond that...

A: Back in 2008 there was some scoping done but they did large tracts and they scoped the Heritage M-15 route and the Trolley Line Trail.

What we are really looking for is to pick a route to know A: Is there enough right of way

B: That there isn't a power pole everywhere we want to put a trail, or C: is there some kind of water course that we can't cross, or it would be very expensive to cross. That is really what we are looking for. The one out at Holloway is 'geez, where can we really put a trail out there?'

A lot is looking at GIS maps, terrain.

Q: So you wouldn't be looking for any wetland impacts, the actual permitting, just identifying the impacts and possible location sites.

A: Yes, identify wetlands and say, this might be a problem, or it's crossable, or we need to take a different route. We don't want too much detail, but enough to be able to have a decent cost of building that trail to apply for a grant. We don't want to have you scope a section of trail and do it in such a way that when we actually do the engineering it's going to be twice as much money as you originally estimated. We don't want it designed, but close enough.

Q: As a follow up, we will put together the proposal, and with that scope you will apply for a grant, and then get the grant, and then we will develop the conceptual plans, go investigate the site, identify wetlands, access, and that is the deliverable, not a set of construction documents?

A: Correct, it is not a construction document. The deliverable is on cost and route estimation.

Q: If we are bidding on different sections it should be bid together, if those are all in one bid, and then say we won a certain section and another certain section was awarded to someone else, should those all be individual in case that happens. Or we are awarded one section and not another, we would be asked to splice that out and rework in the best and final portion?

A: Are you talking about one of them that I have said needs to be awarded together?

Q: No, sections that should be awarded together, say we want to bid on two big blocks and then we were awarded one section of trail and not another. Should that be in two separate sort of proposals?

A: No I would want you to list them by section and cost per section.

Q: Then if we win one and not the other, then the other part of the contract would just be void.

A: Yes, someone else would get that part. Say on page 13, there are sections 1, 2, 3, 4. You get 1 and 4, but if you are doing sections 5, 6, 7,

we're going to find one person to do those three so we would add your three up and compare those to the same three of someone else.

Q: And we just put everything in one proposal and list the cost per each section.

A: Yes

Q: We can decide how to arrange it but make it easy for you to pull out pieces?

A: Yes. And we are looking for multiple firms, we are not looking for one firm to get all of this business. Not that we will be able to do all of it either. Once we get the results back, the County Parks will want to do some of them, and we will shop it around to the municipalities. And, we may enlist the help of the winning bidders to shop it to the municipalities themselves. It was just our way at the parks to try to foster some progress on this county trail system.

Jacob Maurer: When you approach the local units, they are looking to be able to have that local match for the grants. That is what Barry is talking about, we can't go too big, because they can't come up with that first big hit of money. And they can't get a grant without the trail scoped.

Q: On your example on page 13, the section that says 5, 6, 7 will be awarded together, do you still want a separate cost for each 5, 6, 7 versus a combined?

A: That is correct. I think that is the easiest way to approach it, each section and then we will combine them here when we get them. Then again, we will use the pricing to apply for the grant and if we get the grant we will come back and award sections of this contract. Hopefully we can talk some local units into dipping into their general fund to award a few too, and apply for grants, and we get more trail built.

Q: On some of these sections were you want to know how to get from Point A to Point B, and it is up to us to figure out the best route, crossing

through County Park land, private property maybe, then roadways and that type of thing?

A: Yes, because that will matter in the future because there may have to be some land acquisition.

Q: Are you expecting any kind of public planning meetings?

A: No, this is all conceptual at this point. And still break those into sections even though we will probably be looking for one firm to go that section through Holloway and we want it broken into manageable sections of trail that we can afford to build at a time. Some of them may be relatively short out there because of the terrain and the water.

Q: Some of these trails are in the Parks master plan and some of the trails are mentioned but not in this much detail. Does the County have any priorities as far as which trails you would go after first?

A: The Iron Belle is the priority. And that is where the dollars are at the state level to fund these. But the local municipalities may have their own top priorities as well. So they may choose some sections off of here.

Jacob: We had a workshop last year and that is where the maps come from and the green is Tier 1. County-wide there are top priorities that were identified. Part of his position was to reach out to municipalities and ask which sections they would like to build. So outside of the Iron Belle Trail, as a County, we want to be able to help those Tier 1 and 2 segments too.

Q: Are most of these trail sections mentioned on that map?

A: Yes. I think they all are. Primarily the green and blue segments. That map is just a starting point when it comes down to the local's decision on what they want to do.

Q: Will that map be available electronically?

A: Yes it will be available at Genesee County Planning Commission (gcmnpc.org)

Q: Who is the selection committee made up of?

A: It depends on who purchases the product. If it is the County Parks it would be myself (Barry June) and fellow staff members. If it is the local units it will be their township boards or city councils. Depends on who purchases the product in the end. Jacob and I decided to do this to make it easier for the local units get this done, and make it easier for you folks, so you are not chasing everybody in the county to get some business and we can drum some up for you.

Q: Is the Road Commission on board with all of this? There may be some bike trails on the shoulders of the road and we'd have to talk to them to make sure it is ok with them?

A: They have been very cooperative with us with working toward this so we don't anticipate any issues if it goes that route. As long as they are not paying for it, they are happy to help.

Q: Regarding initial funding and budgets available, is the plan to start by submitting the grants to secure the initial funding to do the initial work. Or are there some funds allocated at the County to begin. Or are we probably looking at 6-9 months before we get anything?

A: Yes 6-9 months, unless the local units decide they want to purchase the product so they can do some work on their own. Once this is done, Jacob has good working relationships with all the local municipalities and he will be happy to shop it around for you and get some things going, as well as myself. We don't want to get in their business, but in the same token we want to at least give them the opportunity to move forward.

As far as the County Parks, we will apply for the grant June 1st and we'll see. There will actually be two opportunities to apply for grants. Whatever we get in funding, will probably be about 6 months out, that is

why we encourage you to extend your ability to hold your cost, hopefully it won't change.

Q: The funding you are going after is transportation federal funds and DNR funds?

A: Not for scoping. For the actual construction it would be TAP funds and DNR grants. The scoping, they have a special grant for the Iron Belle Trail that they had some money allocated. Because Genesee County has their act together as opposed to other counties on the Iron Belle route, I think we have a little better chance at getting some funding than some other localities. We have been talking to the Iron Belle coordinator. That is another reason we are doing this, it shows the state that this county has their act together and we are moving forward and it will increase everybody's chances here of getting some more business and getting some stuff done around here.

Q: On the detailed plans and estimates, did you say you will provide what you did in 2008?

A: We'll see if we can drum up an example and put it in the addendum. See Attachment 3.

Q: On the cost proposal on page 18, did you want us to submit it per this RFP or is hourly billing rates, plus the work hours sufficient to come up with the budget?

A: Yes, follow that format please. It is the boiler plate format, following MDOT. The more we follow that, the better off we will be by going forward with grants and looking at something they are familiar with. Will it be an issue to follow this format?

Q: Some of the local agencies may not follow it as easily as looking at it and putting the billing rate times 40 hours and then coming up with a lump sum at the bottom. There is more paperwork submitted with that, you have your audit information, and I think we are all used to doing it that way.

A: We already put it out and we'd probably better stick with what we've got here.

ATTACHMENT #2

Iron Belle Trail Extensions - Corrected

Section 1A – From the sidewalks along M-15 on the North end of the Village of Goodrich to the Village Limits. (Village of Goodrich)

Section 1B – From the Village Limits along M-15 to the intersection of M-15 and Perry Roads. (Atlas Township)