GENESEE COUNTY
RFP #19-202 – CONSULTING, DESIGN AND CONSTRUCTION ENGINEERING SERVICES, FOR THE GENESEE COUNTY PARKS AND RECREATION COMMISSION, ON THE TEACHOUT TRAIL SECTION, OF THE “IRON BELLE TRAIL (NON-MOTORIZED TRAIL).”
PRE-BID MEETING MINUTES
10/17/19 10:00AM

STAFF PRESENT: DERRICK JONES, PURCHASING ADMINISTRATOR; MATTHEW ARMENTROUT, FACILITIES DIRECTOR; MELISSA GAGNE, SECRETARY

D JONES: Proposals are due Thursday, October 31. Proposals must be turned into the Purchasing Department before 3:00PM, at which time we timestamp every proposal received and on the same day the proposals will be opened. During the openings we announce the vendors that have submitted a proposal. By signing in today, you have fulfilled the obligation of attending the mandatory pre-bid meeting. We did receive a set of questions and we will go over those later.

The proposal is currently listed on the County’s website – www.gc4me.com ➔ Departments ➔ Controller ➔ Purchasing ➔ Current Bids. The proposal is also listed on Mitten, page 3 number 5, gives that specific link in which you may also see the proposal. Please note that you cannot submit a proposal through Mitten and all addendums will be posted on the County’s website.

When submitting a proposal, submit one original, one paper copy and one electronic copy. Label documents as such, specifically which document relates to the original.

All communications, modifications, clarifications, amendments, responses, or any other matter relating to this RFP be made by and through the Purchasing contact, referencing this solicitation, which is Derrick Jones, djones@co.genesee.mi.us, which is listed in the proposal. No contact regarding this solicitation be made to any other County employee.

Prospective proposers shall be responsible for checking the County’s website for any addendums.

Since this is a mandatory meeting, any information will be disseminated through email which relates to any posting of addendums.

A signed Genesee County Insurance Checklist is required and is part of the proposal. That document should be reviewed and submitted with proposals.

Please follow the proposal format that is in Section 8 of the proposal.

Some of the Standard Terms and Conditions are on the website and in Section 2 of the proposal, the link is given to view that information.

When proposals are submitted, we ask that they are binding for a period of 120 calendar days.

A copy of the contract is included in the proposal. Please review for any exceptions to the terms and conditions and include those in your submission. Any exceptions to the proposal documentation must be submitted as well.

Qualifications of the prospective selected vendor are in Section 4 of the proposal, along with the minimum qualifications of the proposal.
Section 6 of the proposal, confirm prior experiences, references, work plan, labor requirements, a statement of the project, status of MDOT design. Please submit any additional information you would like to include. Cost proposal, as in cost price analysis, that defines specifically what we are looking for, number 1 on page 12. There are two price proposals for the project, one for design and one for construction. Administrative piece of this section, we ask for information concerning your business in terms of the organization, how it’s made up. Again, there is a statement of exceptions, include all exceptions.

Section 7 of the proposal goes through the evaluation and criteria in which we will be looking at. It is outlined in point value for that specific criteria. There is a Signature Page, page 15, you must execute and again, there is an Insurance Checklist on page 16 and References on page 17, and copy of the contract follows. State specific exceptions when submitting proposals.

The Sign-In Sheet from this meeting will be posted.

MARMENTROUT:

Section 5, Scope of Services

This is the next phase of the Iron Belle Trail, starting in Richfield County Park at the T-intersection and going out Teachout Road. Attached there should be preliminary routing. We are looking for design services and construction management services. These projects are TAP funded and funded by Michigan Natural Resources Trust Fund/ Iron Belle Challenge Grant. Contract will be awarded to the engineering company after grant funding is secured, approximately 4 to 5 months.

Included in proposal is a map of different routes. One route goes out Teachout Road to Mount Morris Road and the second route goes along the edge of Farmers Field. The final route has not been determined. Wetland areas pose issues in determining the final route. There is the possibility of having to purchase wetland mitigation credits or building a sizable amount of boardwalk. Part of this design proposal is evaluating routes and determining the final course of action.

Q: You (County) don’t have all of the right-of-way?
A: No. For this project, the engineering firm will be hired by the County, but the project will bid through MDOT, through the Road Commission. General right-of-way issues have been worked through with the Road Commission. Specific right-of-way issues will be dealt with as the path is designed.

Q: The routes have not been scoped out? You have not hired a consultant to go through and do trail scoping or pathway scoping?
A: No. We have a general route that has been scoped out all the way to Columbiaville, but it is only from 1000 ft up. We have not done any scoping on the ground, detailed scoping.

Q: How are you supporting the grant process and how are we going to be involved with the grant process, if at all?
A: The successful proposer will not be involved in the grant process.

Q: Involvement on the writing of grants?
A: No. The County will handle writing of the grants. We are strictly looking at the design services to come up with the plans and specifications to go out for bid. On the construction management side is managing on-site construction services.
Q: You (County) will handle all environmental clearance (i.e. permits, wetland issues, etc.)?
A: No. The engineering company will assist us with environmental permitting.

The selected engineering firm will assist with archeological studies.

Easements, if any, will be negotiated by Genesee County Parks and Recreation.
Q: Are we expected to prepare easement right-of-way descriptions?
A: Yes, include that in your proposal.

Wetland impacts will either be mitigated through a change of route, purchase of credits, or a boardwalk. The proposed route will start where the current section of Iron Belle Trail ends, which is at the T-intersection in Richfield County Park. Upon entering Richfield County Park off Irish Road, the point is where the dirt road ends and asphalt picks up. The path will head North from there and cross the Flint River on the vehicle bridge, utilizing the existing bridge inside of Richfield County Park.

Q: It’s starting at the end of the previous Iron Belle Trail section?
A: Yes, as designed. It has not been constructed yet.
Q: Can we see that design?
A: The successful bidder will be provided with the design.

Q: Along Gale Road, is it an all-asphalt path?
A: Yes, it’s going to be all asphalt.
Q: The asphalt path was figured into the prepared cost estimate?
A: There was initial preliminary scoping that may no longer be relevant.

Q: What is the destination?
A: The corner of Mount Morris Road and M-15.

Q: Where is the proposed map of routes?
A: The map will be added as an addendum.

The original scoped route was Gale Road north to Mount Morris Road and up to M-15. Upon finding wetlands, alternate routes have been sought. Communication with area property owners regarding consideration of easements has not been made or planned. Options and details for the best course of action will be determined during the design phase of the project.

Q: Can we bid for only one part, design or construction?
A: No. We will hire one firm to handle both the design and construction phase.

Q: No mention of platform, even though it’s going through MDOT, it can be out of CAD or Microstation, correct?
A: As long as the Road Commission can work with it.

Q: Will the Frances Road optional path be added to the map of proposed routes before being added as an addendum?
A: No. You will be able to determine the route on the map.

END 10:36AM