ADDENDUM #1

Request for Proposal (RFP) #20-219
Architectural Services for Wolverine Campground

Genesee County (the County) continues to review the guidance that has be provided by State and Federal Government agencies in regards to COVID-19. The County’s focus is, as always, on the health and safety of our constituents, vendors, and employees. Therefore, the Purchasing Department is issuing this addendum for the purpose of announcing the following information:

➢ The due date for this project remains on Thursday, August 13, 2020. All bids must be submitted to the Purchasing Department before 2:00 PM (EDT). Bids will be time stamped using the time clock located in the Purchasing Department. The only acceptable evidence of the time of receipt of the proposal is that of the aforementioned time clock. The bid opening will take place on the same day (8/13/20) @ approximately 2:05, and it is open to the public. This meeting will be conducted per current State guidelines. The Purchasing Department will announce only the following information during the bid opening: vendor’s name that has submitted a proposal.
➢ The attendance sheet and minutes from the pre-meeting held on July 29, 2020 are included in this addendum.
➢ The responses to questions that were submitted by July 30, 2020 before 5:00 are included as part of this addendum.
➢ The County Building will be open for vendors to drop off their packets. The County has adopted rules for individuals that enter the premise. Please note that individuals who enter the County building must have on the proper face covering and will be subjected to screening and answering questions before entering the building.

The due date for this bid remains on Thursday, August 13, 2020 before 2:00 PM (EDT).

Vendors must indicate receipt of this addendum by adding the following on the Signature Page (item #6) and on the exterior of the envelope containing your proposal:

ADDENDUM #1 RECEIVED

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

Derrick Jones, Purchasing Administrator
G:/bid2/2020/20-219.add1
The following documents are included in this addendum:

- Attendance sheet from pre-bid meeting
- Minutes from pre-bid meeting
- Responses to questions that were submitted before 5:00 on July 30, 2020 are included as part of this addendum
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<td>Nuddell Architects</td>
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<td>BSMEDLEY @ jhn.com</td>
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<td>Greg Mason</td>
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<td>H2A Architects</td>
<td>810 267 0571</td>
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<td>Adam Pohl</td>
<td>Hubbs Black Architects</td>
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<td>apohl @ hubbs-black.com</td>
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GENESEE COUNTY PARKS AND RECREATION
PRE-BID MEETING NOTES

BID # 20-219 – ARCHITECTURAL SERVICES FOR WOLVERINE CAMPGROUND

JULY 29, 2020  10:00AM
PARKS ADMINISTRATION BUILDING – 5045 E STANLEY RD, FLINT, MI 48506

STAFF PRESENT: Derrick Jones, Purchasing Administrator; Barry June, Parks and Recreation Director; Ron Walker, Deputy Director; Matthew Armentrout, Director of Facilities Management; Melissa Gagne, Secretary; Erik Martin, Facilities Intern

Derrick Jones – Procurement Portion

Bid # 20-219 – Architectural Services for Wolverine Campground is available on the County website, gc4me.com, and Michigan Inter-governmental Trade Network (MITN)

An addendum containing the minutes from this meeting, the attendance sheet, additional information, questions and answers will be posted on the website.

Proposals are due Thursday, August 13, 2020 by 2:00PM. Proposals must be submitted to the Purchasing Department of the Genesee County Administration Building, 3rd floor, room 361. If proposals are being dropped off in person, be prepared for questions upon entering the building and face coverings are required.

The opening of bids typically takes place at 2:05PM the day the proposals are due. This depends on the number of people who would like to attend and arranging for that. The opening of bids is just to acknowledge the companies/vendors who have submitted proposals.

By attending the pre-bid meeting today, you have met the requirements stated in the terms and conditions to submit a proposal.

The first set of questions were due Monday, July 27. We received no questions.

On the first page, there is an outline of all of the due dates associated with the Bid.

Page 3, # 5, this bid is listed on MITN site (bidnetdirect.com/mitn)

All communication and correspondence should be with the Purchasing Department, not Parks.

- Section 1 states the Instructions to Proposers
- Section 2 states the location of Standard Terms & Conditions
- Proposals are valid for 120 days
- Requests for disclosure and confidentiality are due August 10 at noon
- Statement of Exceptions are due with the proposal. Failure to submit a state of exceptions means that the proposer agrees to meet all requirements set forth in this solicitation
- Section 4 states the Qualifications of Proposers
- Page 6 contains the minimum qualifications
- Section 5 – Ron Walker – Parks
  - An addendum correcting page 8, the Preliminary Schedule, will be posted
- Section 6 states the Information required to submit with proposals, including:
  - Organization
  - Work Plan
  - Staff Qualifications and Experience
  - Project Management
  - Subcontractors
  - Any additional information is welcome
• Forms required to submit:
  o Statement of Exceptions
  o Signature Page (p. 14)
  o Executed Insurance Checklist (p. 15)
  o References (p. 16)
  o Cost Proposal Summary (p. 13)

**Ron Walker – Information and Scope of Work**

• Wolverine Campground has approximately 200 sites
• Fall 2020, we are adding 37 electric sites where sites are currently primitive
• Map available for viewing on the sign-in table
• Restrooms/shower building was built around 1985-1987
• We are looking for ideas to replace or renovate the shower building/restrooms
• 5 new pull thru, 50 amp service, sites were recently added
• Looking for ideas on how to make the campground better

**Barry June – Additional Information and Scope of Work**

• With the elimination of the current primitive sites, we are looking to add approximately 30 primitive sites and restroom with vault toilet adjacent to the current sites, north of the shower building

Q: Is this included in the survey? Site survey?
A: Include it. We need enough information to give to the state. We need all proper information and forms for the state.

• Proposal should include everything stated PLUS additional sites and supporting infrastructure

Q: Number of sites?
A: 30

Q: With electrical?
A: No, primitive.

Q: Added electric sites – pull-thru sites are 50 amp
A: 30 amp sites were added in the spring

Q: Will all of the new sites be 30 amp?
A: The 37 primitive sites will be 50 amp

Q: Should this include electrical updates to support?
A: No, that has already been engineered

Q: Where will the new sites be?
A: North of the showers – 30 additional sites with no electrical

Q: What is the capacity of the dump station?
A: It's new. Just upgraded 2 years ago.

Q: Will there be water at the new sites?
A: As part of the scope, determine if we need a hand pump or run a water line
A: The state has requirements to the number of sinks, toilets, showers...
Q: Is there work to be done at the camp store/registration building?
A: Evaluate all of the facilities in relation to the current requirements and regulations. You determine that

Q: Defining the scope, the architectural services is hard to pin down until the 1st phase of the scope is determined...
A: Give us your services charge per hour. If we have to replace the restrooms, determine how many square feet that will be and then determine the cost based on that

Q: This is on a design basis?
A: Yes. I imagine we will narrow it down to 2-3 proposers, sit down and see where you’re at with it. This isn’t just about money. This is your vision and our vision and coming together.

Q: What the timeline for building, a year or two?
A: Depends on the cost and time. Depends on funds and grants.

We are the largest county park system in the state.
The campground is becoming more popular each year. We hope for an increase in revenue. With more income available, we will be able to do more.

Q: Is the campground seasonal or year-round?
A: Seasonal – memorial through October 12, this year

Q: Replacing five buildings?
A: Five with an additional as the 6th
A: There are six – registration, service, showers, 2 restrooms, and a vault toilet

Q: Is the campground open to look through?
A: Yes, stop at the registration building and let them know who you are and what you’re doing.

Derrick to give list of vendors to Barry for the camp registration building.

Derrick: All questions must be submitted by 5:00PM tomorrow to Derrick Jones, djones@co.penesee.mi.us

• Answers to all questions will be included in an addendum.

End 10:29AM
Responses to Questions that were received after pre-bid meeting:

1. Do you have any estimates of construction Budget for the project? — Construction budget will be determined after awarding contract and discussion with selected firm.

2. What is your expected Priority in terms of schedule for the Building and the expansion of the Campsite area? i.e. which do you see coming first, second, etc? — Priorities will be made after discussions with the selected firm.

3. Will the campground be procuring the survey and will that be contracted through the Campground as opposed to through the Vendor (us)? — Campground survey will be conducted by campground after discussions with the selected firm.

4. What are the existing Square footages of each of the buildings currently? — Registration, 1,785 sq ft.; shower bldg., 1,968 sq ft.; 2 x bathroom bldg., 858 sq ft., vault toilet, 200 sq ft.

5. Given the age of the existing buildings are you open to Full replacement of same, as opposed to attempts to renovate? — We are open to either option. The purpose of the RFP is for the architectural firm to evaluate the existing conditions and provide recommendations.

6. Shall we provide our own scopes of work for each building/facility or will you be providing some guidance in that regard (anticipated functions, needs, storage, in particular for the Registration Building)? — The purpose of the RFP is for the architectural firm to evaluate the existing conditions and provide recommendations.

7. There was discussion pertaining to 30 or so new primitive sites and a vault toilet and hand water-pump as a FUTURE project. Shall we include this as a part of the RFP response? Any further details you can provide? — yes it should be included and no further details can be provided.

8. Is gas service available at any of the building sites? Is it anticipated to be required? Or will all-electrical facilities be appropriate? No gas service in the park. Electric or propane only.

9. Is the existing campground utilizing public sanitary sewer or is it all or partially Septic tank and field? Could you clarify building to building? — Wolverine campground is serviced by our own onsite septic field.