



GENESEE COUNTY PURCHASING DEPARTMENT

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FLINT, MICHIGAN 48502

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March 5, 2009

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #09-002
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
FOR THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION**

1. Please include the following minutes from the Pre-proposal meeting as part of the above referenced RFP.

Indicate on the Signature Page item #5 and 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 200
FLINT, MI 48502**

Eric F. Hopson

Eric F. Hopson, Purchasing Director
G:/bid2/2009/09-002add1

PRE-PROPOSAL MEETING
9:00 A.M. – FRIDAY, FEBRUARY 27, 2009
RFP #09-002 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
FOR THE GENESEE COUNTY METROPOLITAN PLANNING COMMISSION

Derek Bradshaw, Genesee County Metropolitan Planning Commission
Stan Brantley, Genesee County Metropolitan Planning Commission
Cindy Carnes, Genesee County Purchasing
Carmine Avantini, LSL Planning, Inc.
Sharon Woods, LandUse, USA, L.L.C.
Phillip McKenna, Associates, Inc.
John Ciesielski, Wade Trim
Scott Watkins, Anderson Economic Group, L.L.C.
Shamsuddin Syed, Roland Berger
Douglas Piggott, Rowe Professional Services Co.

The CEDS Pre-Bid Meeting began at approximately 9:04 a.m., with Mr. Derek Bradshaw, Principal Planner introducing himself and everyone present stating who they were and what organization they represented.

Mr. Bradshaw stated that this project is very important to staff and that Genesee County Metropolitan Planning Commission (GCMPC) is the lead office, and will be working closely with the City of Flint. The City and County both agreed to have Ms. Cindy Carnes, Purchasing explain the proposal submission process, and GCMPC staff will cover the grants and contracts.

Ms. Carnes stated that the RFP# 09-002 – Comprehensive Economic Development Strategy and proposals must be sealed and received by March 12, 2009, at 3:00 p.m.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, your firm's name, address, phone and email for future reference. A green proposal sticker was provided at the meeting to attach to the proposal.

The proposal request number: #09-002 and **due the date for this RFP is Thursday, March 12, 2009 at 3:00 p.m.** Proposals submitted after 3:00 p.m. on March 12, 2009 will not be accepted.

On page 3 – **Instructions to Proposers** explains steps to follow to submit a responsive proposal.

Item #3 – Proposers must submit one original, eleven additional copies of the proposal, and one copy of your proposal in Adobe PDF Format. All proposals become the property of Genesee County.

Item #4 – To be considered for award, each offeror must submit a current (2009) Certificate to Do Business with Genesee County. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502. Telephone 810-257-3028, Fax 810-768-7943.

Item #5 - Attachment 2 Standard Contract - Any exceptions must be stated and included with the proposal response.

Item #6 - It is the proposer's responsibility to check the Genesee County Purchasing Department website (<http://www.co.genesee.mi.us/Purchasing/currentbids.htm>) for all updates.

Item #7 – Bidder's Insurance Checklist is on page 22. The Checklist is to be signed by your firm's Insurance Agent and the Proposer. This is the insurance coverage required by the successful proposer.

Item #8 - Use the Format on Pages 16 & 17 for submitting information in your proposal response for the proposal to be considered responsive. The Technical Proposal describes your organization and staff assigned to the project and the cost proposal. The Cost and Price Analysis is required to support the reasonableness of each proposal. The data will be held in confidence, and will not be revealed to or

discussed with competitors prior to award of a contract. This portion of the proposal must be bound and sealed separately from the remainder of the proposal.

STD TERMS & CONDITIONS pages 4 – 8, please read through all of this information.

Additional Terms and Conditions, beginning on page 8, please read through all of the information including:

Item D - Today is the day to ask questions/get clarification

Item H - When the Signature Page is signed, please be sure to note that you have received any issued Addenda, item #5 of the Signature Page.

Item M - Disclosures, once a contract is awarded all information submitted to Genesee County is subject to a FOIA request.

Project Information & SCOPE OF WORK pages 13-16, Mr. Bradshaw and Mr. Brantley will cover this section.

SIGNATURE PAGE page 23, requires an original signature of the person authorized to make a binding offer. Include this signed page with the original proposal.

The meeting is now turned over to Derek Bradshaw and Stan Brantley for questions and discussion on the Scope of Work.

Mr. Brantley, Associate Planner, covered the following information:

- Applicable Law – Any contract resulting from the RFP shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
- Safety – Genesee County, as the owner of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guides (CDC), incorporated by reference within the MIOSHA regulations, must be followed.

Mr. Brantley referred to the Technical Proposal Requirements on page 16 regarding the items an offeror needs to submit to the issuing office, which is the Genesee County Purchasing Department on behalf of the GCMPC. The sole point of contact for this RFP is Mr. Eric F. Hopson, Genesee County Purchasing Director, e-mail: ehopson@co.genesee.mi.us, FAX (810) 257-3380 and Telephone (810) 257-3030. E-mail is the preferred method of contact.

The Scope of work was explained by Mr. Bradshaw and Mr. Brantley involving the phases and points to evaluate by:

1. Phase 1: Data Collection – All data related to this study must be provided to the Genesee County Metropolitan Planning Commission at the completion of the Study and will be the property of the GCMPC.

The selected consultant will be responsible for gathering CEDS plans for Lapeer and Shiawassee counties, and any plans of the University of Michigan – Flint, Kettering University, Mott Community College, Baker College, Chambers of Commerce, Hurley Medical Center, Genesys Regional Hospital, Downtown Development Authorities, and other plans related to

the economic development of the region. This data will be used to coordinate and evaluate current plans regarding economic development of the region.

2. Phase 2: Data Analysis – Analyze the data collected to identify the strengths and weaknesses Genesee County’s regional economy, economies across Michigan, and across the nation.
3. Phase 3: Visioning – The successful consultant will host a series of forums and workshops to gather information and present the findings of Data Collection and Data Analysis phases of the study.
4. Phase 4: Recommendations – The successful consultant will develop short and long-term recommendations for the plan based on information gathered during the Data Collection, Data Analysis, and Visioning phases of the study.
5. Phase 5: Implementation Plan – The successful consultant will develop an implementation plan that identifies who will be responsible for working to implement each strategy identified in the recommendation phase of the plan, and a timeline and cost for implementation. The consultant will develop a prioritized list of projects, and will be responsible for building community concerns to ensure approval of the prioritized list.
6. Phase 6: Plan Development – The successful consultant will document each phase of the study in a report form. This report will be identified as the Genesee County Comprehensive Economic Development Strategy (CEDs). The Genesee County CEDs plan will be a professional looking document that is concise and easy to read, and will be used to promote economic development in Genesee County. The plan will be provided in a Microsoft Word format, an Adobe Acrobat format, and 200 bound color copies.

The CEDs plan should be practical and implemental, given the likely resources available to the City of Flint and Genesee County. To help reach this objective, respondents are encouraged to include in the proposal a site visit by peer evaluation team.

The successful consultant will also be responsible for making sure the Genesee County CEDs plan is being developed in accordance with the Economic Development Administration’s (EDA) rules and regulations related to the development of a CEDs. The successful consultant will need to provide information on a regular basis to meet the reporting requirements of the EDA grant that is being used to partially fund the development of the plan.

Mr. Bradshaw stated that the short list of consultants will be determined between the Genesee County and the City of Flint.

Mr. Brantley read questions submitted previous to the CEDs pre-proposal meeting by email.

QUESTIONS:

1. Please further explain the request for a site visit by a peer evaluation team. Should travel to Genesee County for such a team be included in the proposal, or is a visit not necessary if the work can be reviewed from off-site?

Answer: As stated in the Plan Development; respondents are encouraged to include in the proposal a site visit by a peer evaluation team. The team should draw on practitioner expertise similar to that provided by national nonprofit organizations such as the International Economic Development Council (IEDC) or the Urban Land Institute (ULI) that specialize in putting together such panel teams.

2. How should the plan integrate Shiawassee and Lapeer Counties?
Answer: Shiawassee and Lapeer Counties have already completed CED plans. Their plan should be integrated to ensure there are no conflicts as it relates to the regional economies. The Counties will also be participating as committee members, therefore input from the two counties will be taken into consideration as the plan moves forward.
3. How many separate locations should be planned for focus groups?
Answer: Approximately 4 to 5 different locations per focus group meeting so that the County is fully represented.
4. Do you have documentation of the latest EDA requirements for a CEDS?
Answer: No
5. Has Genesee County completed a CEDS plan before? If so, when?
Answer: No
6. May we submit our Certificate to do business with Genesee County along with our proposal, or must it be submitted in advance?
Answer: Yes, the Model Plan must be submitted to the Office of Equity and Diversity prior to your application.
7. Can you provide the publicly available information about the US EDA grant that is being used to partially fund the development of the plan? Specifically, what is the amount of the grant? Are there matching requirements?
Answer: No, we are not able to provide that information at this time. EDA Grant information can be looked up on the EDA website, and yes there is matching funds.
8. Does the County have an anticipated budget for this project? Even a general estimate will be helpful to allow us to prepare a more detailed proposal.
Answer: Yes, but we are not able to provide that information at this time
9. In "AA" on page 12 you state that all staff assigned to the project must be present during interviews. Does this include administrative and non-project management level staff? Can video or voice conferencing be used for staff that may be traveling for other assignments?
Answer: We are requesting that key staff be present at the interview for questions, which would include key staff that are working on the project.
10. Will Genesee County designate a primary contact person for the selected vendor to work with? Will this person be able to allocate sufficient time during the project to assist in contacting stakeholders in the County, at businesses, communities, and other organizations?
Stanley Brantley, Associate Planner of GCMPC will be the primary contact person and time will be limited.
11. Will the County and other project stakeholders be able to assist the vendor in notifying community members of when and where focus group sessions and other public meetings will be held? Will assistance be provided to secure no-cost locations for such meetings?
Answer: GCMPC staff will provide limited assistance and resources with this project. All assistance will be discussed as needed.

12. We typically produce our reports in Adobe FrameMaker, a professional publishing software that allows greater document control than Microsoft Word. Must Microsoft Word be used, as stated in 6a, page 15, or can another software be used as long as an Adobe Acrobat (.PDF) version can be produced? Note also that FrameMaker allows for a conversion to MS Word and HTML, though with some formatting loss.
Answer: Reports will need to be in Word and Adobe PDF format.
13. The evaluation criteria (page 18) does not address price. Please clarify how the required cost proposal will be used in the selection process.
Answer: The criteria used are stated in the RFP.
14. Is there a minimum threshold of what the budget is?
Answer: At this time we are not able to provide information pertaining to the budget.
15. Any preference to item III-E?
Answer: It is up to the consultant on how they will provide qualification of key personnel.
16. Do you check for ineligible contractors?
Answer: Yes.
17. Can we get a copy of the today's sign-in sheet? Will it be available?
Answer: The attendees list will be included with the addendum on the Genesee County Purchasing website
18. When would be the earliest proposers would hear an initial response from GCMPC? The latest?
Answer: Top 3 proposals will be requested to do a presentation on March 20, 2009. All other proposals will be notified after a consultant is selected.
19. What do you expect the timeline to be for the discussions and revisions that result in the Best and Final Offers? (p10) Is it before or after the 3/20/09 interviews/presentations?
Answer: GCMPC will evaluate all proposals and invite the top three consultants to present their proposals. After a consultant is selected, GCMPC will negotiate with the selected consultant to come to an agreement.
20. Why is there a discrepancy between the contract end date of 12/31/09 and the project deadline of 12/11/09? (p9)
Answer: To give staff and the committee time to review the study prior to finalizing.
21. When do you expect the GCMPC Commissioners to make their final decision to enter negotiations or not award the contract? (p19)
Answer: After all presentations have been carefully discussed and considered, staff is anticipating submitting a consultant to GCMPC on April 7, 2009.
22. Who would be the customer once the project is underway (i.e., the ultimate client)?
Answer: GCMPC is the lead agency on this project.
23. What information from our proposal, if any, is protected from disclosure under the FOIA? (p10) Will the Cost and Price Analysis be subject to disclosure at any point? (p16).
Answer: All information submitted is available by FOIA request once the contract is awarded.
24. Who makes up the CEDS Committee? What GCMPC staff will be responsible for presenting the evaluation of the proposals to the CEDS committee? (p19)

Answer: The CEDS committee is made up of Public representation and 51% Private sector representation. Stanley Brantley, Associate Planner is staff on this project.

25. Who makes up the CEDS subcommittee? (p24)
Answer: The CEDS committee is a public and 51% private sector steering committee.
26. Can the CEDS plan be submitted in PowerPoint format, or is Word the only acceptable format (along with PDF)? (p15)
Answer: No, the plan must be submitted in a Word document and PDF.
27. Who would be the GCMPC contact for daily contact? Will there be a GCMPC project manager or liaison assigned?
Answer: Stanley Brantley, Associate Planner.
28. What resources will Lapeer and Shiawassee counties provide?
Answer: Lapeer and Shiawassee are not providing any resources, but they are represented on the Committee. Lapeer and Shiawassee will provide their CED plan for review.
29. What data or databases will the GCMPC provide? What support during the Data Collection phase of the project will be provided, if any?
Answer: GCMPC will provide limited assistance with any data that they have available.
30. What GCMPC human resources will be dedicated to this project, if any?
Answer: GCMPC will provide limited human resources.
31. Who is providing funding for this project besides the Genesee County Metropolitan Planning Commission and the EDA?
Answer: Funding is provided by the City of Flint, Cities Promise Grant, and Genesee County.
32. What are the resource constraints (financial, staff, etc.), if any, that face the GCMPC in the execution of this project (Knowing this will help us align resources accordingly to ensure a competitive cost proposal)?
Answer: Staff and financial resources are limited and will be allocated as negotiated.
33. What are the one or two primary economic development issues Genesee County is struggling to resolve (excluding the auto industry)?
Answer: There are not any one or two primary economic development issues.
34. Is there a local preference for proposals/consultants?
Answer: No
35. Has a consultant/firm already been directly contacted about it by the issuing department?
Answer: No
36. Is there a MWBE preference?
Answer: No
37. Has Genesee County conducted any CEDS studies in the past?
Answer: No, We have had several plans in the past that resemble a CEDS such as the "Urban Investment Plan for Flint and Genesee County".

If so, can you divulge the name of the consultant who conducted the study?

38. Is there a not-to-exceed budget established for the project? If so, can you divulge what it is?

Answer: No

39. Has Genesee County conducted any CEDS studies in the past?

Answer: No

If so, can you divulge the name of the consultant who conducted the study?

40. Is there a preference for local or in-state consultants?

Answer: No

41. Who will be on the short list? Will it be on the website or unofficial?

Answer: The short list will not be posted on the website. Short listed companies will be contacted by GCMPC.