



GENESEE COUNTY PURCHASING DEPARTMENT

ROOM 200, COUNTY ADMINISTRATION BLDG.
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ERIC F. HOPSON
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June 26, 2009

ADDENDUM #1

**REQUEST FOR PROPOSALS (RFP) #09-016
CIRCUIT COURSE 2 FOR ROCK CRAWL FOR
GENESEE COUNTY PARKS AND RECREATION COMMISSION**

1. Please include the attached pre-proposal meeting minutes, questions, and answers 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:/bid2/2009/09-016add1

**PRE-PROPOSAL MEETING
Thursday, June 18, 2009**

**09-016 CIRCUIT COURSE 2 FOR ROCK CRAWL FOR
GENESEE COUNTY PARKS AND RECREATION COMMISSION**

Genesee County Staff Present:

Cindy Carnes, Genesee County Purchasing
Ron Walker, Deputy Director, Genesee County Parks
Robert Davis, Genesee County Parks Planner
Nancy Edwards, Mounds ORV Supervisor
Connie Beck, Mounds ORV Manager
Deborah Wilkes, Recording Secretary, Genesee County Parks

Others Present:

Doug Schultz Rowe Engineering
Joe Kudwal, Agroscaping, Inc.
Dave Bance, Agroscaping, Inc.
Alvin Marshall, Allied Building
Lou Stefanko, DCC Construction
Chris Heystek, Heystek Construction
John Bastianelli, Johnny Appleseed
Tom Kennedy, Kennedy Excavating, Inc.
Quint Zellar, L. Zellar & Sons Excavating, Inc.
Aaron Adkins, L.A. Construction
Randy Quinn, Unity Construction
George Graff, Zito Construction

Ron Walker opened the meeting by saying that this is the mandatory pre-proposal meeting for the rock crawl project. Phase I of the project is complete, and we are ready to begin Phase II. There are photos of the Phase I available. Only the companies who sent a representative here this morning are eligible to submit proposals for consideration. This project is paid for by a grant from the DNR from user licensing fees. We occasionally get calls about why state funds aren't being used to fix roads or other projects, but the people who use off road trails pay for licenses and those funds are ear-marked for these types of projects. They are not from State general funds.

Ron introduced Park staff and Cindy Carnes from the Purchasing Department. All the proposals must go downtown to the Purchasing Department and not to the Parks. There is a green sticker that may be attached to your proposal. All proposals must be turned in on the time and date designated to the Purchasing Department to be accepted. If it says 3:00, it must be turned in by 3:00 not 3:01.

Doug Schultz from Rowe Engineering is also here. His firm designed the project. He can answer technical questions, proposal questions can be answered by Cindy Carnes, and Ron Walker can answer general questions. You may look at the sight, but perhaps today may not be the best day, due to yesterday's heavy rains it is soupy back there. You can drive back there any time before the date your proposal is due, which is July 2, 2009. Just stop at the booth and let them know you are looking at the area for submitting a proposal on the rock crawl project and show them a business card and they will let you in.

General Questions:

Q: Is there a start date?

A: The project and proposals must be awarded by the Parks Commission. The earliest possible date for that action would be July 9 or the following commission meeting, which is held on July 23rd. Realistically you could start around the end of July or first part of August.

Q: Duration or Completion date?

A: Ninety days - On or around October 1, 2009

The meeting was turned over to Cindy Carnes.

Ms. Carnes explained that she will review and clarify the information in the request for proposals which needs to be included in the submitted proposals in order to be considered a responsive proposal.

IMPORTANT: Due date of all proposals is **Thursday, July 2, 2009 at 3:00 p.m. NO LATE PROPOSALS WILL BE ACCEPTED. All proposals should be delivered by mail or in person to the Purchasing Department, Room 200, 1101 Beach Street, Flint MI 48502.** All proposals are date-stamped and once the clock turns to 3:01, late proposals will not be accepted. You can turn the proposals in early. Do not bring your proposals to the Parks and Recreation building. They cannot be accepted at that location.

INSTRUCTIONS TO PROPOSERS pages 3 & 4

Page 3

#2 One original and two copies of your proposal must be submitted. The original should be labeled "original" with an original signature. In addition, please provide one electronic copy, either word or PDF format on a flash drive or disc.

3 Cindy Carnes reminded attendees that this is a mandatory pre-proposal meeting and all attendees who wish to be considered to submit a proposal must sign in. The proposals will be checked against the list of people who attended this meeting.

#4 Attachment 2 is the model Equity & Diversity plan that is turned into the Genesee County Office of Equity & Diversity.

#5 Disregard, since a standard contract will not be used in this project.

Pages 4-7

You need to read and review these pages for our Standard Terms and Conditions. If you have any questions, please contact Cindy Carnes in the Purchasing Department.

Page 7

Beginning on page 7 are our Additional Terms and Conditions. You have until next Thursday, June 25 to submit any questions by email. We will put all of your questions and the answers in an addendum so everybody has the opportunity to view the same information. Minutes will be taken of all the questions asked today and by email and posted online.

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Scope of Services describes the location and description of work. We will let Rowe Engineering go into the details of that part of the proposal.

Page 10

Proposal Requirements and Content Format

This is exactly what needs to be submitted in your proposal; this can be used as a checklist. Include pages 1-18; Attachments A, C, D and E in your proposal. These pages, plus information you provide about what you will be doing to complete this project, make up your proposal. This will also be the basis of the contract.

We want to hear about your business organization, what your core business is, what your experience is in the area of this type of project, how long you've been doing this type of work, submit a work plan, how you plan to manage the project, if you are working with sub-contractors we want to know who they are and what their qualifications are. There is a bid bond, which is 5 % of your submitted price of the proposal. We will require a 100% Labor and Performance and Material Bond. We are asking that you pay prevailing wages. We have a form in the proposal to guide you on prevailing wages. We have provided a prevailing wage worksheet that should be submitted with the invoice or as you pay payroll.

References should be included to show us who you have performed work for, what type of work it was, and their contact information so we may contact the references.

If you have any exceptions to the proposal that you wish to bring to our attention, please put those on your letterhead and submit with your proposal. Only those exceptions listed in the proposal will be considered when it comes to negotiating the details and final contract.

Bidders Insurance Checklist: Review this with your insurance agent. It tells you what insurance is required as the successful proposer. Both you and your insurance agent must sign this.

Financial Proposal Page. Shows what materials we expect to be included and your prices.

Complete the Equity and Diversity paperwork and submit to the Genesee County Office of Equity and Diversity. You will receive a Certificate To Do Business With Genesee County. Include a copy of the certificate with your proposal. If you do not receive the certificate in time to submit with your proposal, make a note in your proposal that you have submitted the necessary paperwork (and the date it was submitted) and our office will get the certificate from the Genesee County Office of Equity and Diversity.

Attachment C is the Major Contract Addendum. It is information we gather about your company. Fill it out, sign it, and submit it with your proposal.

Proposals will be evaluated on your qualifications, ability to do the job, your experience with similar projects, and the cost of the proposal. You'll explain your work plan and how you will manage the project in the proposal. We look to see if you have an understanding of the project and that your proposal includes all of the necessary paperwork.

Q: Is there an engineering estimate?

A: We do have an engineering estimate but as part of policy we do not provide that information to the contractors who are submitting proposals.

SCOPE OF WORK / PURPOSE

General Information: Doug Schultz introduced himself as the landscape architect and overall master planner of the Mounds ORV Park Phase I and Phase II. There are pictures available of the Phase I course. This second phase will be similar in nature to the first phase, but we are not looking to carbon copy what is already out there. We want a bit more of a challenge than what is presently out there. This is not a standard project. He will be working side-by-side with the contractor. The architect will approve the materials before they are delivered. There are detailed specifications in the proposal. The contractor will prepare the surrounding site for restoration when the project is complete and the county crews will do the actual restoration.

Plans identify where the access road enters the park off Vassar Road across from Rogers Elevator. Using this road will minimize any conflicts with the park users and contractors will not have to snake through the park to get to the rock crawl area. The park will continue to be open for use during construction so contractors should secure their area and equipment when not in use. It didn't seem to be a big issue during Phase I, but keep in mind that this is a public park.

This is an opportunity to be creative. In the log course there is an option to use treated logs or concrete pipe. We know the design element that we want to achieve so if you have some storm sewer available that is more cost effective you may want to consider that. You'd have to come up with a way to secure them in place.

We have identified some materials for use from the County. Some balance and fill materials are available at the E. A. Cummings Center across the street. The course should be elevated so we don't create any negative drainage patterns or water holding areas. The County does have some materials available for use, but you are not required to use them.

Mr. Schultz will have some limited time during the construction process; he is only 20 minutes away. How we worked things last time during Phase I, as you lay things out, either Ron Walker or Mr. Schultz will be available and check things out and approve things along the way so we don't get to the end of the project and say that is not what we were looking to achieve.

Ron Walker said this is not a standard project, more of a fun project. If you like challenges and to work on something different that you've probably never worked on before, this is it.

Q: In the log course it says treated logs, but in the specs it doesn't say what kind. Are you looking for telephone poles?

A: Yes that would be acceptable; we don't want something with old nails in it. We want something treated so it doesn't rot in a few years.

Q: Noticed that materials are bolted in. Other rock projects are cabled to allow flexibility.

A: We are looking for some stability and for it to be locked in; but we are open to that type of fastening detail. However, we don't want to have to move the rock piles every day.

Q: Most storm sewers are in length of 10 foot and the specs show 20 feet for the log course.

A: That is why we prefer treated poles, but we left that as an option in case someone came up with some idea of their own for us to consider.

Q: Staging and storing materials?

A: There is plenty of room to store the materials out there on site. Most park users are not out in that area, especially during the week. There may be more park users out there on the weekends. You will still have to deal with people driving through there and you should secure as much as you can. We have an aerial of the site and there is a map by the booth of where the Phase I is located.

All questions should be directed to Cindy Carnes, not Doug Schultz or Ron Walker. Please submit your questions in writing and she will forward them to the appropriate person. Once the questions are answered they will appear in the addendum so everybody knows what questions are asked and the answers.

Mr. Walker suggested any interested parties come back when the park is not so muddy to see the area. Just let the staff in the booth know you are submitting a proposal on the rock crawl project and they will let you into the Park. Make sure you have all signed in today in order to be eligible to submit a proposal. Fill out the entire proposal. We'd hate to have to turn down what we believe would be a really good proposal because a form is not signed or filled out and did not arrive on time.

Recorded and transcribed by:
Deborah Wilkes, GCPRC
6-19-09