



GENESEE COUNTY PURCHASING DEPARTMENT

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August 13, 2009

ADDENDUM #1

REQUEST FOR PROPOSALS (RFP) #09-019 GENESEE COUNTY FREIGHT AND CONNECTIVITY STUDY

1. In RFP #09-019, Section 1.8 has been modified to read as follows:

“Proposal Format: Proposals must be submitted in the format outlined on pages **16-18, SECTION 5. INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)** to be deemed responsive.

2. Section 3. Additional Terms & Conditions, Item 9., has been changed to read as follows:

“Questions from offerors unable to attend the pre-proposal meeting, regarding this RFP, must be submitted in writing and must arrive at the Genesee County Purchasing Department not later than **Thursday, August 6, 2009 at 12:00 p.m.** Questions in writing should be directed to Mr. Eric F. Hopson, Genesee County Purchasing Director, 1101 Beach Street, Room 200, Flint, MI 48502, E-mail: ehopson@co.genesee.mi.us, Fax (810) 257-3380. E-mail is the preferred method of delivery. Written answers to questions to clarify the RFP will be posted at <http://www.co.genesee.mi.us/Purchasing/currentbids.htm>.

3. In Section 5. Information Required From Proposers (Proposal Format), the following required modifications have been made:

Tab 8. Exceptions: Furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the Standard Proposed Contract and this RFP.

Tab 9. Alternate Payment Schedule (if applicable):

Tab 10. Genesee County Executed Forms:

- Executed Bidders Insurance Checklist

- 2009 Certificate To Do Business With Genesee County or a letter stating when the Model Equity & Diversity Plan was submitted to the Genesee County Office of Equity & Diversity.
- Signed Signature Page

Tab 11. Eligible Contractors & Additional Information/Comments: All proposers shall certify that they are not on the Comptroller General's list of Ineligible Contractors. In addition, please include any other information that is believed to be pertinent but not specifically asked for elsewhere.

4. In Section 5. Information Required From Proposers (Proposal Format), Cost and Price Analysis previously reflected as Tab 9., has been change to Tab 11. In addition, items (submittals) previously referenced as 9-11, have been deleted and moved to Tab 10.
5. The attached pre-proposal meeting minutes, questions, and answers have been included 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:/bid2/2009/09-019add1

RFP #09-019
GENESEE COUNTY FREIGHT AND CONNECTIVITY STUDY
PRE-PROPOSAL MEETING MINUTES WITH QUESTION & ANSWERS
MEETING DATE: AUGUST 10, 2009

The Pre-Bid Meeting for the Genesee County Freight and Connectivity Study for RFP #09-019 was held in the GCMPC Conference Room at 1101 Beach Street, Flint, MI 48502. The meeting was called to order by Mr. Hopson, Purchasing Director, Genesee County at approximately 10:00 a.m. Mr. Hopson and Mr. Bradshaw introduced themselves.

Present: Carmine Avantini, LSL Planning, Royal Oak
Mike Baker, Flint
Derek Bradshaw, GCMPC
Mike Devries, URS Corporation, Grand Rapids
Paula Dowell, Cambridge Systematics, Atlanta, GA
Keith Edwards, Genesee Regional Chamber of Commerce, Flint
Kelly Ferencz, Bergmahn Associates, Lansing
Ron Goldie, Opus International, West Bloomfield
Alberta Gunsell, GCMPC
Jim Hartman, The Corradino Group, Southfield
Paul Hershkowitz, Wilbur Smith Associates, Lansing
Julie Hinterman, GCMPC
Eric Hopson, Genesee County Purchasing Department
Patrick Luginbihc, Proudfoot Associates, Toledo, Ohio
Victor Lukasavitz, Gould Engineering Inc, Flint
Jason Kenyon, Wade Trim, Flint
Michael Pifer, Kraft Engineering & Surveying Incorporation, Flint
Lev Pinelis, IBI Group, Southfield
Scott Shogan, PB, Detroit
Daniel Stys, PEA Inc, Troy
Jack Wheatley, Rowe Professional Services Corporation, Flint

Mr. Hopson stated that the due date is August 19, 2009 at 11:00 a.m. All proposals are to be submitted to the Genesee County Purchasing Department. Proposals not received by 11:00 a.m. or any proposals received by fax or e-mail will not be accepted.

Mr. Hopson stated all proposals submitted must contain one original, five additional hardcopies and one electronic copy in adobe PDF format. All proposals submitted must have a 2009 Certificate To Do Business With Genesee County. The certificate can be obtained through the Genesee County Office of Equity and Diversity. If the Certificate To Do Business With Genesee County has not been received by the time the proposal is submitted, please include a memo as to this fact. Genesee County's Standard Proposed Contract is attached to the RFP. All prospective offerors shall be responsible for checking the Genesee County Purchasing Department website for issued addenda or other relevant information. Minutes and questions from today's meeting will be posted on the website. Genesee County requires a signed Bidders Insurance Checklist

with each proposal submitted. The Proposal Format is outlined on pages 16-18 not 16-17.

Questions from offerors unable to attend the pre-proposal meeting, must be submitted in writing no later than Thursday, August 6, 2009 at 12:00 p.m., not Tuesday, August 6, 2009 as printed in the RFP. The contract period will be for a period of two years, one year to complete the study and one year for technical assistance. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP. Payment for a contract of this RFP will be made after the final report is accepted by the GCMPC and federal funds are received. The proposer is invited to propose an alternative payment schedule. Consultant interviews will take place on Tuesday, August 25, 2009. The Project Manager and staff assigned to the project must be present during interviews with the consultant. The Project Manager assigned to the project must be committed to the project for the duration of the engagement. If the successful proposer should make any changes in staff assigned to the project, particularly the Project Manager, GCMPC has the right to approve the change.

Section 5 and Section 6 were reviewed. All proposals must be submitted in a sealed envelop. The selection procedure will be done in three phases and a short list will be developed for interviews.

Mr. Bradshaw reviewed Section 4 – Project Information and Scope of Work. This RFP is for the Genesee County Freight and Connectivity Study not an intermodal study. The I-75/US-23 interchange is identified as the Genesee County “choke point” and is part of a bigger system that includes I-69 and I-475. This study should consider alternative projects that can be done within the next five years besides the I-475 extension, which is probably 20 years out. A detailed funding strategy shall also be included to assist local officials in receiving funding including potential funding sources. The Contractor will develop a detailed implementation plan that identifies who will be responsible for working to implement each strategy identified in the recommendation phase and a timeline for implementation. The Contractor will develop a prioritized list of projects designed for implementation of the study. GCMPC staff will be involved in the modeling for the plan. There will be a Steering Committee that will include representatives from MDOT, the airport, rail, freight-trucking, elected officials from cities and townships (less than 20 people). This committee will approve or disapprove the plan. GCMPC wants the Steering Committee to be very active in this project. Public involvement is another key topic that needs to be addressed. The RFP is not asking for an environmental assessment, but environmental concerns need to be addressed.

Mr. Hopson and Mr. Bradshaw asked for questions at this time. Questions 1-6 were received by email from Cambridge Systematics.

Q1: The RFP mentions the 2002 study by MDOT. Subsequent to that study, has the agency collected any data with a freight-related component, if not for the entire system, then for specific modes such as air or rail?

A1: No, the only data available is from the study in 2002.

- Q2:** What is the expected size of the Steering Committee? Is this an ad hoc committee, or a subset of a larger existing agency committee? Will there be committee members from outside the county, such as industry representatives?
- A2:** The Steering Committee will be approximately 20 people. This is an ad hoc committee.
- Q3:** Regarding Tab 9, item 5: are there specific travel policies by which the selected vendor would be expected to comply?
- A3:** No.
- Q4:** Section 2, Paragraph 9, mentions the possibility of a performance bond. However, it does not appear that a performance bond is required for this project. Please confirm that a performance bond is not required.
- A4:** A performance bond is not required for this project.
- Q5:** In Section 2, Paragraph 15, Indemnification, would Genesee County add “negligent” prior to “performance” in the fourth line and add, “by the offeror, its officers, employees and agents” so that the provision would read as follows: “The successful offeror shall defend, indemnify, and hold harmless Genesee County and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney’s fees arising out of or resulting from the negligent performance of the contract by the offeror, its offices, employees and agents.”
- A5:** All firms may take exception to any term or condition in the RFP and/or proposed contract. Any exceptions taken will be considered during the evaluation of proposals.
- Q6:** Will Genesee County consider revising the Insurance Checklist so that Errors and Omissions insurance is not listed as part of the General Liability policy, and instead allow it to be evidenced as a separate policy in the checklist? In addition, will Genesee County consider modifying item #6 on the Insurance Checklist so that an offeror is not required to name Genesee County as an additional insured on its Errors and Omissions/Professional Liability policy?
- A6:** No.
- Q7:** Paul Hershkowitz from Wilbur Smith Associates – What is the specific geographical area for the study?
- A7:** The study area is inside Genesee County. The plan should look at the expressway system and probably arterials. The plan will need to look at traffic/freight flows in and out of Genesee County.

- Q8:** Paul Hershkowitz from Wilbur Smith Associates – Are the consultants held to the payment schedule in the RFP?
- A8:** Yes, however, proposers are allowed to propose an alternate payment schedule. A proposed alternate payment schedule should be presented as an exception in the RFP.
- Q9:** Scott Shogan from PB – How will you evaluate the proposals? Will the lowest cost be awarded the project?
- A9:** Proposals will be evaluated consistent with the evaluation criteria and selection procedure (Section 6.) in the RFP. Cost is not the primary evaluation factor.
- Q10:** Kelly Ferencz from Bergmahn Associates – is it possible to get a copy of the 2002 study.
- A10:** The 2002 study can be found on our website at www.co.genesee.mi.us/gcmpc-plan/intermodalstudy.htm. There will be a link posted on the Genesee County Purchasing Department website, associated with this RFP, for access to this document.

The Pre-Bid meeting was adjourned at approximately 10:40 a.m.