



COUNTY OF OSCODA

Board of Commissioners
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Oscoda County Courthouse Annex ~ 105 S. Court Street, P.O. Box 399, Mio, MI 48647

Official Minutes April 21, 2017

A Special Board of Commissioners, RFP Pre-Bid meeting, was held on **Friday, April 21, 2017, at 10:00 a.m.** in the Commissioner's Room, Courthouse Annex Mio Michigan 48647.

Chair Wright called the meeting to order at 10:00 a.m.

Pledge to the Flag:

Roll Call of Members:

Members Present: Commissioners Wright, Olsen, Kischnick, and Wilson.

Members Excused: Commissioner Nutt

Others Present: 8 members of the public were in attendance.

The B.O.C approved the Agenda for **April 21, 2017, as presented.

Wilson/Olsen a motion to accept the Agenda for **April, 21, 2017** Special B.O.C Meeting, for the Pre-Bid **2017-118** Meeting.

4 ayes: 0 nays: **Motion Carried.**

**Mr. Will Olsen, RFP Consultant, requested the Board make a motion to have all correspondence regarding the rebuild put in writing and reviewed.

Wilson/Olsen a motion for the B.O.C to consider all request for matters relating to the rebuild of the **2017-119** Governmental Building, be filed in writing through the Board of Commissioners Office, for consultation through our County Attorney and Bidder (s) awarded contract, before any written information is released, for the duration of the contract.

Roll Call Vote: Wilson, yes; Kischnick, yes; Wright, yes;
Nutt, absent; Olsen, yes. **Motion Carried.**

Appointments:

**Mr. Will Olsen- RFP Consultant, introduced himself as a resident of Oscoda County and a volunteer appointed by the B.O.C as the County's RFP Consultant. On April 12, 2017, 19 Companies were called, 16 of them were faxed a completed RFP; three declined. Twenty-five follow-up calls were made, the Board received a total of eight declines, two no responses, and six companies interested The County had four prospective bidders in attendance; Wolgast Corporation, Grandview Building & Development, B & B General Contracting, Inc. and OAKCITY Contracting, LLC. Mr. Olsen explained that the County is looking for a Design/Builder who will be working directly with the County's Insurance Company, Tokio Marine, HCC out of Auburn Hills, MI and the assigned Insurance Adjuster Vericclaim, out of Bay City. Bids are to be submitted one original and four copies by 4:00 p.m. on April 28, 2017.

Mr. Olsen stated he would briefly go through the instructions to the bidders and then answer any questions. Bidders were asked to make note and add #6 Exceptions and Deviations to the listed proposed documents. All future correspondence are to be put in writing to the Board of Commissioners by e-mail to rebuild.committee@oscodacountymi.com. The award of the contract will be awarded based on a bidder's qualifications and experience and what is presented keeping the best interest of the County in mind. All bidders are to use American Institute of Architect (AIA) Document A305 with a breakdown of experience, as listed in the RFP.

Mr. Olsen stated that the new Governmental Building is to replace an 1888 Historical Court House, lost to the County in a fire on May 4, 2016, and it holds a personal and historical value to the County. The general arrangement of the facility and size should be considered when submitting the bid including any alternative options that provides the County with a design/build that includes maximizing efficiency while minimizing the operating cost. The completed date for the project is nine months after the contract is awarded. The awarded bidder will be required to consult with the Sheriff's Department and Fire Department regarding access to the site.

Mr. Olsen stated that the design shall take place in two phases. The Preliminary Design and Scope Definition and Detailed Design Packages for Construction. Mr. Olsen pointed out the purchasing (3.1) of the RFP and Traffic and Logistics, etc. (4.0) and asked that it be noted that there is a Time Capsule, VA Memorial and Warbler Display at the site. The awarded bidder will be required to provide the necessary Construction Site Safety, Security Plan, Insurance, and is responsible to provide all cost associated with operating, including utilities and gas for equipment, during the construction; including pulling the required permits.

At this time, Mr. Olsen open up for questions.

Q -Requirements for water retention

A -Drain Commission should be contacted

Q- Who has jurisdiction

A - County from the sidewalk to the site

Q - Who is responsible for inspections?

A- Awarded Contractor is responsible to obtain the required inspections.

Q - Insurance Coverage

A - A copy of the Insurance will be provided to the awarded bidder.

Q -What about the Sewer & Water

A- Mentor/Big Creek Township Utility Authority

Q – Was there a Survey Completed?

A - Survey completed by Jeremy Card, Card Surveying, out of Rose city. Copy will be provided.

Q- Who is the decision makers for the final architectural piece?

A -The Board of Commissioners, as a whole.

Q- It is a short time period to turn in bids, could that be extended?

A- The County is aggressive and is asking for a generic sketch and basic design. If the Board were to extend, it would be considered at their April 25th B.O.C Meeting, based on responses received from our four prospective bidders.

Q – How important is it keeping the new Governmental Building Historical for the County and for the County emotionally?

A – It is important that the design fit the needs of the County today. If the design can include some Historical features that would be the County's preference.

Q – When does the 9 months of completion begin? Can that be changed?

A – At the time, when the contract is awarded. It could be deviated, if necessary due to circumstances.

Chair Wright took a recess (10:40 a.m.) to take a site walk down.

Further discussion included: Sidewalks will need to be open and maintained. The awarded contractor will be required to work with the Sheriff's Department. No deliveries on the main road M-33. The County will need to clarify if all the concrete from the old Courthouse was removed. The dimension of the Time Capsule was requested. The white gazebo was discussed and was noted it is at the discretion of the bidder, if it could be moved and possibly if the insurance would cover. The removal of trees on site would be at the discretion of the bidder, however it was noted that the County would like to preserve all assets on site if possible. There is NO set back. The original square footage was 8110, however the bidder should consider the efficiency of the building and what is best for the flow of the building; the County is relying on the bidder's experience for all codes. The awarded bidder will receive a full plot plan.

Chair Wright call the meeting back to order (11:05 a.m.).

Mr. Olsen asked if there were any further questions. Today's meeting was a mandatory pre-bid and site visit; a list of the bidders, in attendance, will be e-mailed to each of the four prospective bidders. The minutes, once approved, from today's meeting and if the B.O.C were to make any exceptions or deviations to the RFP, will be e-mailed to each of the four prospective bidders who were in attendance. Mr. Olsen reminded each of the bidders that all questions are to be sent in writing and e-mailed to rebuild.committee@oscodacountymi.com. Mr. Olsen and the B.O.C took a moment to thank each of the four companies for showing an interest in Oscoda County and they look forward to receiving their company's bid.

Chair Wright called for a motion to adjourn.

Olsen/Kischnick a motion to adjourn today's Special B.O.C Meeting, **April 21, 2017** (11:17 a.m.)
2017-120

4 ayes: 0 nays: **Motion Carried.**

The next Regular B.O.C Meeting is scheduled for **Tuesday, April 25, 2017.
A B.O.C Workshop will be held at **9:00 a.m.** and the Regular B.O.C Meeting at **10:00 a.m.**

Signature on file

**Brandy Wright, Oscoda County
Board of Commissioners Chair**

Signature on file

**Jeri Winton, Oscoda County
Clerk & Register of Deeds**