

MINUTES FROM PRE-PROPOSAL MEETING
MONDAY, OCTOBER 2, 2017 @ 10:00 A.M.
UNION COUNTY – BUTTERNUT CREEK GOLF COURSE IRRIGATION UPGRADES

Meeting was conducted by Kevin Hamby, with Hamby Management. Going over details of the RFP document, please keep in mind that this project is being funded through SPLOST funds (Special Purpose Local Option Sales Tax), so we have certain rules we have to follow. All the RFP documents and Appendices are on the County's website (www.unioncountyga.gov).

Any questions on this project must be submitted via email to Pam Hawkins at purchasing@uniongov.com, no later than noon on October 6, 2017. Responses/answers to emailed questions will be posted on the County's website no later than October 11, 2017 by 5:00 p.m.

Proposals are due October 18, 2017 by 4:00 p.m. in the Union County Commissioner's Office, 65 Courthouse Street, Suite 1, Blairsville, GA 30512.

The schedule of events for this RFP is on page 3 of RFP.

Please make sure to check the County's website prior to submitting your proposal. Any Addenda will need to be printed, completed, and signed and submitted with your proposal. Addendum #1 will include these pre-proposal meeting minutes and attendance sheet.

There is bonding on this project: Bid bonds and performance and payment bonds.

Section 3.1 of the RFP has the mandatory requirements. It lists what items have to be turned in so your proposal is valid.

Questions and answers will be Addendum #2. There may be other addenda beyond these. That is why it is important to check the website.

Pricing proposal: There is no form sheet. Please price it and describe the work yourself. Qualifications is one package, and pricing should be in a separate sealed envelope (like a detailed quote). Low price does not get you this job. That is why it is a pricing proposal. Describe what you are going to do and how you're going to charge for it. This is not a low bid. We want to evaluate both the qualifications proposals and the pricing proposals.

We will evaluate and score each company's qualifications proposal, and then open the pricing proposals and do the same with that. Please see our scoring matrix on page 9 of the RFP.

What to replace grass with? The contractor within all limits of disturbance shall replace grass in-kind.

Please price labor and materials in your proposal.

Staging area will be provided for the duration of the project.

Any chance of welding on site before January 1? Yes. We can close the whole practice area off to do those types of things before January 1. That can be the lay-down area for materials. Once materials are on site, you can bill for it.

The actual start date is anticipated to be November, 2017; however no work shall commence within the limits of the golf course until January 1, 2018.

Do we want the old stuff removed? Yes, in areas where it is mutually feasible.

It is extremely important that all communications follow the procedure contained in the RFP documents.

Please put all clarifications and assumptions in your price. In your pricing proposal, you can include something about rock, e.g., "If rock is found, we will have to charge "x" amount per cubic yard." Is there a place on site to dispose of the rock? Yes.

Union County will be responsible for permitting on this project.

Disturbed areas will be replaced in-kind.