



Menominee County Highway Department

W2703 Chief Carron Road
Keshena, WI 54135
Ph: 715-799-3369
Fax: 715-799-3789

Menominee County Highway Committee Special Meeting Minutes May 30th, 2019

- 1. Call to Order.** 4:05 PM
- 2. Roll Call.** Elizabeth Moses, Chairman; Elizabeth Arnold, Vice-Chairperson, absent; and James Lowey, member. A quorum was present. Others present: Jeremy C. Weso, Highway Commissioner; Kourtney Erickson, Asst. Finance Director & Highway Office Manager.
- 3. Community Input**
None
- 4. Discussion/Action on Bids for RFP 2019-01 – Rabbit Ridge Area Repaving Project.**

The Commissioner discussed his memo included in the meeting packet that spelled out the recommendation of the Bid Evaluation Team. The contents of that memo is reprinted here and made a part of the meeting minutes:

MEMORANDUM

To: Highway Committee
From: Jeremy C. Weso, Highway Commissioner
Date: Wednesday, May 29, 2019
Subject: Bid Recommendation for RFP 2019-01 – Rabbit Ridge Area Repaving Project

I. ISSUE

What is the Bid Evaluation Team's recommendation for the Rabbit Ridge Area Repaving project?

II. BACKGROUND AND DISCUSSION

The Highway Department issued a Request for Proposals (RFP) on May 10, 2019, wherein prospective bidders were asked to submit a bid for repaving Rabbit Ridge Road and Rabbit Ridge Court, as well as installing new shoulders. The deadline to submit bids was May 28, 2019 at 11:00 a.m. A Class 2 notice of the RFP was published in the Shawano Leader on May 10th and May 17th. The RFP was also posted on the County's website in two separate locations (News and Events, and Highway Department).

In addition, an invitation to bid was sent to Musson Brothers based out of Rhinelander. An invitation was not sent to Northeast Asphalt (NEA), for it had already seen the published notice and requested the RFP.

A pre-bid meeting was held at the Highway Department on Thursday, May 23rd at 11:00 a.m. The purpose of the pre-bid meeting was to discuss the scope of work, the RFP, and

answer any questions prospective bidders might have had about the RFP. In addition, a project site tour was planned. NEA was the only prospective bidder that showed up for the meeting. The only question that was asked was whether prevailing wage rates were a requirement under the RFP; it was not. The site tour was declined.

By the deadline of May 28, 2019, only one bid was received. The bid was submitted by NEA and was received on time. At 11:15 a.m., the bid was opened and read aloud.

On Wednesday, May 29, 2019, at 9:00 a.m., the Bid Evaluation Team (the "Team") met to review the bid. The Team consisted of Jeremy C. Weso, Highway Commissioner, Tim Gatz, Maintenance Manager, and Lee Stoehr, Finance Director. The Team reviewed the RFP, the bid, and a cost estimate I prepared for shoulder installation should the County decide to perform the shoulder work under the project. The Team found as follows:

1. The bid submitted by NEA was timely received.
2. NEA is a responsible bidder, as evidenced by the completeness of the bid and attachments.
3. NEA provided one reference, but failed to provide two others on the Bid Form. NEA did, however, include an attachment that could serve as a reference for other jobs it is involved with. For this reason, the Team deemed the bid non-compliant, but that the non-compliance was a waivable defect.
4. NEA's insurance certificate does not include Menominee County and the Town of Menominee as an additional insured on the certificate. The Team determined that this defect can be overcome through successful negotiation.
5. The total cost of the bid was \$181,355, to include paving, shouldering, and traffic control.
6. The County and the Town have appropriated \$164,198 for the project. Consequently, the bid is \$17,157 more than is appropriated.
7. NEA's cost of shouldering was bid at \$18,010. The County's cost for shouldering on the project is estimated at \$20,478.63, or \$2,468.63 more than NEA's bid. The difference is due in significant part to the County's limited hauling capacity as compared to NEA's hauling capacity.
8. The cost of shouldering is a routine maintenance expense; as such, charging shouldering costs to the Town contract would be an allowable expense. In other words, NEA's costs exceeding the \$164,198 appropriated for this project can be charged to the Town contract.
9. NEA has proposed that if the Highway Department performs the traffic control, it could save an additional \$5,300. However, an error with traffic control would shift liability to the County.

III. RECOMMENDATION

The Team recommends the Highway Committee award the entire project to NEA for \$181,355; provided that NEA lists Menominee County and the Town of Menominee as additional insured parties on the certificate of insurance.

J. Lowey stated that he thoroughly reviewed the recommendation and other documentation and that he fully supported the recommendation.

Motion by J. Lowey accept the bid from Northeast Asphalt, Inc in the amount of \$181,355 for the Rabbit Ridge Area Repaving Project. Second by E. Moses. Motion Carried

5. Adjournment: 4:09 Pm

Minutes recorded and prepared by K. Erickson