

**ALPENA COUNTY PARKS COMMISSION  
POINTPERSON COMMITTEE  
MEETING MINUTES  
Monday, December 11, 2023 at 11:30 a.m.  
Howard Male Conference Room**

**Committee Members Present:** Gerald Lucas, Beaver Lake Parks Chair; Kurt Pratel, Long Lake Parks Chair; Chuck LeFebvre, Sunken Lake Parks Chair; and Pam Kirchoff, PointPersons Chair.

**Others Present:** Earl Martin and Marcia Martin, Beaver Lake Park Co-Managers; Sarah Jore, Long Lake Park Manager; Erin Felax, Sunken Lake Park Co-Manager (via zoom); Wes Wilder, County Maintenance Superintendent; and Mary Catherine Hannah, County Administrator. Janet Lucas, guest.

Chair Pam Kirchoff called the meeting to order at 11:30 a.m.

**POINTPERSONS DISCUSSION**

Chair Pam Kirchoff presented the following for discussion/review:

1. Chair Pam Kirchoff initiated discussion on the committee structures. There was a variety of viewpoints and discussion regarding the need for committee meetings, and the need and purpose of the Point Persons Committee. Ultimately, it was recommended to keep the individual park committees intact and to reduce Point Persons to a special committee for topics requiring further investigation, research, and recommendations.

**Kurt Pratel made a motion and Chuck LeFebvre supported to shift from monthly Point Persons meetings to “as needed” by discretion of the full Parks & Recreation Commission. Motion carried.**

2. Proposed 2024 meeting dates for Beaver Lake Park and Sunken Lake Park **should be added to December meeting for approval.**
3. County Administrator Hannah presented invoice for NACPRO (National Association of County Park & Recreation Officials) membership renewal for 2024 in the amount of \$90.00 (attachment #1). Moved by Chuck LeFebvre and supported by Gerald Lucas to recommend the below action item. Motion carried.

**ACTION ITEM #2: Recommend approval to renew membership with NACPRO for 2024 in the amount of \$90.00 with monies to come out of Parks General. (not budgeted for 2024)**

4. Lengthy discussion regarding bonuses for the managers. For 2023, County Administrator Hannah made a written recommendation via memorandum to the Commission dated December 7, 2023 (attachment #2). Gerald Lucas raised issue of discrepancy for consideration of years of service. Discussions regarding longevity indicating his thought was to follow structure of county policy – not necessarily the amount; that it should consider managers’ start dates but not with any retroactivity of pay; and would be over and above any bonus afforded to the managers. County Administrator Hannah reminded the committee that at the last full Parks meeting, the Commission opted not to do longevity.

Continued discussion regarding bonuses – in the present for 2023 and for the future, designing a rubric which would consider such things as the managers meeting/exceeding goals, percentages above and beyond budgeted revenues, years of service, as well as whether bonuses

should be “per park” or “per person”. Chuck LeFebvre mentioned that he would also like to see future goals included in the end of year evaluation, establishing a written plan.

**It was moved by Kurt Pratel and supported by Chuck LeFebvre to accept the bonuses recommended by County Administrator Hannah. Motion carried.**

The Committee further reiterated that beginning early next year, the Commission should commence discussions to establish the rubric/point system and to confirm whether it should be based on park or individual managers.

### **BEAVER LAKE PARK**

PointPersons & Beaver Lake Parks Chair Gerald Lucas reported the Committee met and reported on the following:

Manager Earl Martin provided an update on the French drain/tiling project and the issues recently encountered.

Chair Pam Kirchoff inquired about the status of the windows. It was suggested that follow-up be made with Jon Schultze and/or look at other ordering options.

Manager Marcia Martin also mentioned that Beaver Lake minutes include an action item to replace wording on the refund policy language.

County Administrator Hannah indicated that Campspot will go live once everybody is confirmed to be ready; however, the public will not be able to make any reservations until January 2<sup>nd</sup> per county policy. County Administrator Hannah reiterated that the only reservations that should be in the system prior to that time are the seasonal reservations that the managers have been entering. The Commission may also consider to amend that policy moving forward.

### **SUNKEN LAKE PARK**

PointPersons & Sunken Lake Parks Chair Chuck LeFebvre reported the Committee met and reported on the following:

There have been some complaints that someone is hunting on the property which is prohibited by county ordinance. Keith has not been hunting on the property. Suggestion that the park be surveyed and boundaries marked, along with signage indicating no hunting. This may also be a consideration for the other parks. County Administrator Hannah will reach out to some surveyors to get some preliminary quotes.

Chuck LeFebvre also reported that there are some issues with the furnace and roof at Sunken Lake. County maintenance has performed some repairs. Wes Wilder, County Maintenance Superintendent, provided preliminary information on the roof repairs – he will measure up and get some estimated costs gathered. Also have two bids on furnace replacement – one from Weinkauff for approximately \$10,000; the other from Control Solutions for \$4,625. While not quantifying an emergency at this point, the Commission will need to address these items in 2024 which will require budget adjustments.

### **LONG LAKE PARK**

PointPersons & Long Lake Parks Chair Kurt Pratel reported the committee met and reported on the following:

The Youth and Recreation funding reports for the Long Lake Park projects for 2023 need to be completed. The Commissioners’ office has the numbers for the budget portion of the report; however, the report does

require a narrative. Manager Sarah Jore will work with Point Person Kurt Pratel to compose information needed for these funding reports.

## COUNTY ADMINISTRATOR

County Administrator Mary Catherine reported on the following:

1. Administrator Hannah presented a proposed Request for Proposals for design and engineering services related to the Sparks Grant project at Sunken Lake (attachment #3). No questions or comments presented by the committee. Administrator Hannah will present it for publishing once approved by MDNR.
2. Administrator Hannah presented a proposed policy regarding petty cash as in the past, there has been a process in place, but no policy (attachment #4). Discussion to remove the provision regarding individual out-of-pocket expenditure cap of \$75 but otherwise committee seemed to approve.
3. Administrator Hannah provided the committee a comparison of options relative to the recent discussions regarding Parks Director/Administrative Assistant. Three options included in the comparison include Director, Administrative Assistant, and modified manager job duties.

Discussion that the most expensive option would be for the Director but that would also provide other opportunities. The other two options include additional compensation for managers. Administrator Hannah indicated that while the Commission is evaluating options, they might also want to consider what their vision is long term - whether that be in the next few years, staged out, etc. – considering things like maintenance versus improvements, expansion of parks properties and/or amenities, etc.

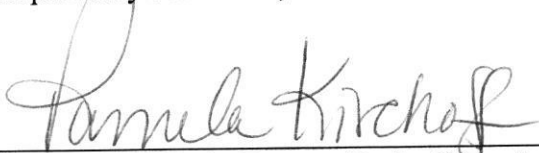
Option 3 increases role for managers. For all intents and purposes, would basically become department heads. They would be responsible for budgets, projects planning and management, all aspects of grants (researching, writing applications, compliancy reports), preparing agendas/packets and minutes. Also, would be considered first point of contact for any issues and held accountable / responsible for virtually every aspect of management. With the additional responsibilities should be additional compensation. Discussion on what that would look like with funds to be drawn from those budgeted for the Administrative Assistant position.

**It was moved by Kurt Pratel and supported by Chuck LeFebvre to recommend to the full Commission to go with option 3 to expand the managers roles with a proposed increase of \$2,340. Motion carried.**

## ADJOURNMENT

The meeting adjourned at 1:28 p.m.

Respectfully submitted,



Pam Kirchoff, PointPersons/Parks Commission Chair  
Alpena County Parks & Recreation Commission

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National Association of County Park and Recreation  
Officials  
PO Box 74  
Marienville, PA 16239  
(814) 927-8212  
brenda@nacpro.org

#1

# INVOICE 1382



Alpena County Parks Commission  
Mary Catherine Hannah  
720 W. Chisholm Street  
Suite #7  
Alpena, MI 49707

Invoice # 1382  
Invoice Date 11/01/2023  
Invoice Due 12/31/2023

<b>Amount Due</b>	<b>\$ 90.00</b>
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## Transactions

Description	Amount
Membership Renewal - Professional (through December 31, 2024)	\$ 90.00

<b>Total Amount</b>	<b>\$ 90.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 90.00</b>

Check, Visa, MasterCard, American Express, and Discover are accepted.

Make checks payable to NACPRO and mail to the above address.

NACPRO Tax ID: 36-4423886



#2

## MEMORANDUM

To: Alpena County Parks & Recreation Commission  
From: County Administrator  
RE: **2023 Performance/Merit Bonuses for Park Managers**  
Date: 07 December 2023

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### **2023 PERFORMANCE BONUS Recommendation**

All three Parks, as well as the Fairgrounds, beat their budget revenue projections for 2023 and have set stretch goals for revenue and occupancy for 2024. All Park Managers have continued to step up to the additional administrative and operational responsibilities as part of the full management of their respective Parks. All three park Managers have received positive performance reviews with above average scores.

#### **Recommendation:**

<b>Earl Martin</b>	<b>\$400</b>
<b>Marcia Martin</b>	<b>\$400</b>
<b>Sarah Jore</b>	<b>\$600</b>
<b>Erin Felax</b>	<b>\$400</b>
<b>Keith Felax</b>	<b>\$400</b>

The difference in bonus for Sarah Jore is a recognition that she is the sole Manager for Long Lake Park.

These funds can be reallocated from 101-760-704.000.



#3

## Request for Proposals

### DESIGN & ENGINEERING SERVICES Sunken Lake Park Improvements Project

Date of Issuance: January 01, 2024  
Proposal Due Date and Time: January 26, 2024, 4:00pm  
Pre-Proposal Written Questions Due: January 12, 2024, 12:00pm Noon  
Response to Pre-Proposal Questions: January 19, 2024  
Oral Presentations, If Held: January 30, 2024

**Issuing Agency:** County of Alpena – Parks & Recreation Commission  
720 W. Chisholm, Suite 7  
Alpena, MI 49707  
[www.alpenacounty.org](http://www.alpenacounty.org)

**Contact Person:** Mary Catherine Hannah, County Administrator  
Phone: 989-354-9500  
Fax: 989-354-9648  
E-mail: [CommissionersOffice@alpenacounty.org](mailto:CommissionersOffice@alpenacounty.org)

## **I. GENERAL TERMS AND CONDITIONS**

### **A. Purpose**

The objective of this project is to design, create the engineering plan and oversee certain improvements for Sunken Lake Park, owned and operated by Alpena County Parks & Recreation Commission and located in Presque Isle County.

### **B. Type of Contract**

The contract will be cost plus fixed fee contract, not to exceed \$55,000 and begin on or after February 15, 2024, public input and design completed by June 30, 2024 and all work (construction) must be completed by October 31, 2026. If a contract is entered into as a result of this RFP, the contract will include all necessary information/work items, as required in the Scope of Work to complete all project and close out grant with MDNR. The contract will be funded with the Michigan Department of Natural Resources – SPARK Grant funds and County of Alpena funds and must comply with state-aid project requirements.

### **C. Issuing Office**

This RFP is issued by the County of Alpena – Parks & Recreation Commission. All inquiries and requests for information from County staff related to this RFP must be submitted in writing to the Project Manager:

County of Alpena – Parks & Recreation Commission  
720 W Chisholm Street, Suite 7  
Alpena, MI, 49707  
Attn: Marty Thomson, Sunken Lake Park Project Manager  
989-354-9500  
[Commissionersoffice@alpenacounty.org](mailto:Commissionersoffice@alpenacounty.org)

Verbal inquiries or requests for information shall not be made of County of Alpena staff. Any attempt on the part of a consultant or any of its employees, agents or representatives to contact County of Alpena staff with respect to this RFP, other than as described above, may lead to disqualification.

### **D. Submission of Proposals**

1. Send one original (unbound) and ten copies (bound) of the technical proposal to the issuing office by the proposal due date and time, as indicated on page 1 of this RFP. The pages must be numbered consecutively, e.g., 1, 2, 3, etc. No other distribution of the proposals will be made by the consultant or his agent.
2. Send one original and one copy (both unbound) of the price proposal, separate from the technical proposal, in a sealed envelope clearly marked, "Price Proposal", with the consultant's name identified on the front of the envelope.
3. Responses shall be sent to the following:

County of Alpena  
**Sent by Courier:** 720 W. Chisholm, Suite 7  
**Sent by US Postal Service:** 720 W. Chisholm, Suite 7  
Alpena, MI 49707  
Attn: Marty Thomson, Sunken Lake Project Manager  
[commissionersoffice@alpenacounty.org](mailto:commissionersoffice@alpenacounty.org)

4. Proposals must be signed by an authorized agent to bind the consultant to its provisions. The proposal must remain valid for a period of at least 60 days from the due date of submission.
5. Responses cannot be altered or amended after the submission deadline. Any interlineation, alteration or erasure made before opening by County of Alpena must be initialed by the signer of the submission, guaranteeing authenticity.

#### **E. Addenda to the RFP**

Any changes to the RFP, if made, will be made only by an addendum duly issued. A copy of such addendum will be posted on the County of Alpena's website: [www.alpenacounty.org](http://www.alpenacounty.org). The County of Alpena will not be responsible for any other explanation or interpretation of the proposed RFP made or given prior to the award of the contract. Sole issuing authority of addenda shall be vested in the County of Alpena – Parks & Recreation Commission. Respondents shall acknowledge receipt of all addenda on the sealed envelope or package containing their proposal.

#### **F. Pre-Proposal Questions**

All questions related to the meaning or interpretation of this RFP shall be submitted in writing only by the date and time specified on page 1 of this RFP. The County of Alpena shall provide a copy of all the questions and answers to all consultants who receive an RFP. Consultants who download the RFP from the County of Alpena website must notify the issuing office in order to receive a copy of the questions and answers.

#### **G. Oral Presentations**

Consultants who submit a proposal may be requested to make an oral presentation of their proposal. This presentation will provide an opportunity for the consultant to clarify his/her proposal.

#### **H. Cost Liability**

The County of Alpena assumes no responsibility or liability for costs incurred by any prospective consultant prior to the signing of a contract by all parties.

#### **I. News Releases**

Any news release(s) pertaining to this RFP or the services, study, data or project, to which it relates, will not be made without prior written the County of Alpena approval,



and then only in accordance with the explicit written instructions from the County of Alpena – Parks & Recreation Commission.

**J. Disclosure**

All information in a consultant’s proposal and any contract resulting from this RFP are subject to disclosure under the provisions of the “Freedom of Information Act,” 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

**K. Acceptance of Proposal Content**

The contents of the proposal by the successful consultant shall become contractual obligations if a contract ensues. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

**L. Independent Price Determination**

A proposal will not be considered for award if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other bidder or with any other competitor.

The consultant must include a certified statement in the proposal certifying that the price was arrived at without any conflict of interest as described in the paragraph above. Should a conflict of interest be detected any time during the contract, the contract shall be null and void and the consultant shall assume all costs of this project until such time as a new consultant is selected.

**M. Rejection of Submittal**

The County of Alpena – Parks & Recreation Commission reserves the right to reject any, all or part(s) of responses and to waive defects in responses. Responses received after the deadline and/or received unsigned will not be considered for award and shall be considered void and unacceptable. The County of Alpena is not responsible for lateness or non-delivery of mail, carrier, etc. The responses will be date/time stamped when received, and this will be considered to be the official time of receipt. **No electronic or faxed versions will be accepted.**

**N. Award of Contract Based on Best Value**

Receipt of any response to this RFP shall under no circumstances obligate the County of Alpena – Parks & Recreation Commission to accept the lowest dollar proposal. The award of this Contract shall be made to the respondent whose response will provide the goods or services sought at the **best value** for the participants identified as stakeholders in this RFP, taking into consideration the relative importance of price and the other evaluation factors set forth in this Request for Proposal.

**O. Response Withdrawal**

A response may not be withdrawn or canceled by the Respondent for up to sixty (60) days after the time set for the RFP opening date.

**P. Consideration of Response**

All responses meeting the intent of this RFP will be considered for award. Respondents taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the proposal. The absence of such a list shall indicate that the respondent has not taken exceptions, and shall bind the Respondent to perform in strict accordance with the specifications in this RFP. The County of Alpena – Parks & Recreation Commission reserves the right to accept any, all or none of the exception(s) / substitution(s) deemed to be in the best interest of the County.

**Q. Assurance of Compliance**

For Equal Employment Opportunity and Small and/or Minority Business Enterprise Requirements, the respondent agrees that if this submittal is accepted, he/she will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, religion, national origin, sex, age, handicap, or political belief or affiliation.

**R. Minimum Requirements**

A prospective respondent must affirmatively demonstrate that the respondent will provide goods or services at the **best value for the stakeholders**, based on the criteria provided herein. A prospective respondent must meet the following minimum requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required;
2. Demonstrate the ability to deliver the specified services / products / deliverables;
3. Be able to comply with the required or proposed delivery schedule;
4. Have a satisfactory record of performance;
5. Have a satisfactory record of integrity and ethics; and
6. Be otherwise qualified and eligible to receive an award.

**S. Other Information**

The County of Alpena – Parks & Recreation Commission may request representation and other information sufficient to determine respondent's ability to meet these minimum standards.

**T. Conflict of Interest**

Respondents must comply with the provisions of PA 318 of 1968 of the Michigan Compiled Laws Statute regarding conflict of interest issues.

## **II. BACKGROUND**

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Sunken Lake Park is a 160-acre parcel in the northwest of Alpena County acquired by the County in 1951. The park currently features a total of 72 rustic and improved public use camp sites situated partially on the shores of Sunken Lake; a large separate day use area on the river which flows from Sunken Lake, beach and swimming areas available to both day users and camping patrons; dock & small boat launch; improved/updated bathhouse; day-use recreation area with older wooden picnic tables and a few pedestal grills; swing sets (including accessible swing structure) and sand box play area in camping area and an old metal swing set in the day use area. There currently exists a rudimentary trail loop which runs adjacent to several unique and otherwise hard to access geological features – including a large sink hole and an area known locally as “Mystery Valley”.

The goal of this project is to improve the aging and outdated infrastructure of Sunken Lake Park, adding accessibility features for day use and campers, and to develop an interpretive trail system – including portions that would be wheelchair accessible. Increasing accessibility will enable even more people to use and enjoy this unique park in northeast lower Michigan. The project will also continue to advance overall health and wellness goals for the community and address shifting economic drivers and work patterns. With more people looking to the outdoors because of concerns about COVID and other communicable illness, camping and outdoor recreation (fishing, boating, kayaking, playing in parks, hiking), which allow for social interaction and socially distanced activities in an era of closures and lockdowns, became much more popular. The ability to stay connected through improved internet in rural areas like ours also continues to drive the need for improved structures and amenities for those who now work remotely. Geographic locations that have these amenities have seen dramatically increased demand.

Sunken Lake Park was developed over seventy years ago and was not originally designed with current needs in mind, either for the level of use/capacity seen since COVID, nor for accessibility for a range of users. Additionally, Sunken Lake Park was also not designed for modern camping and camping equipment, e.g. the electrical service is not sufficient and the sites are small and not all level. The natural features of the area, including the small no wake lake and river access, the adjacent sink hole and the access to Mystery Valley offer untapped potential for trails, education and outdoor experiences.

## **III. SCOPE OF WORK**

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### **A. Work Statement**

This project has two components: (1) to improve the physical infrastructure in order to address the increased use and demand on the park, and (2) to enhance and add features and equipment that promote improved health and accessibility for all users.

The first component of the project is to engage professional services to design a modern playground and adult outdoor exercise area in both the day use and camping areas, design an expanded and improved swimming area to include a fully accessible kayak launch to allow for exploration of the river and lake areas, and to design an interpretive

multi-use trail system. The design phase would also envision the creation/addition of at least one fully ADA/accessible camp site with increased setbacks, paved pad and level pathways to and from the bathhouse, outdoor kitchen area, store and other community amenities.

A large part of the project would bring in new outdoor recreational amenities specifically designed for both the youngest users and the oldest, as well as meeting universal access principals. One key item would be a free-standing outdoor exercise station located near the play structures. Additionally, the project would add a fully accessible kayak launch dock at the boat launch area and temporary storage for kayaks and paddle boards. As part of the added equipment the project would add a Mobi-Mat System for beach/water accessibility and heavy durable picnic tables with roll up access. The project also would build a pavilion in order to facilitate individual groups using the space for gatherings, parties, and events. The biggest piece will be the three-mile multi-use trail system with interpretive signage, wayfinding and maps that describe and educate on the unique natural features of the area.

B. Public Outreach

Input will be solicited to set and prioritize the community's goals and objectives relating to the improvement. It is anticipated that at least one public meetings with parks and community stakeholders will be necessary during the length of the project.

C. Assess Existing Conditions in the Park

D. Expected Outcome, Products & Deliverables

The expected outcome is a fully executable design plan, which through its implementation will meet the goals of the project and the requirements of the MDNR SPARK Grant program. The plan would include specs that could be included in bids to perform the work, oversight of the work to ensure that it meets the design specifications/engineering requirements and assistance with timely reporting to MDNR.

#### IV. INFORMATION REQUIRED FROM THE CONSULTANT

A. Technical Proposal

Provide a description of the methodology, work product, and schedule for completing each element of the scope of work. A proposal should be prepared simply and economically, providing a straightforward, concise description of the consultant's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional material, and similar ornamental features should not be included. Emphasis should be on completeness and clarity of content.

1) Business Organization

State the full name and address of your organization and, if applicable, the branch office or subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or

corporation. If as a corporation, include the state in which you are incorporated. Include your firm's Federal Identification Number.

2) Consultant Qualifications and Prior Experience

Include, as a part of your proposal, a brief statement concerning the recent experience of the persons from your firm who will be actively engaged in the project tasks. Do not include firm experience unless persons who will work on this project participated in that experience, and clearly state his/her role.

In addition to specific technical capabilities required of the consultant to perform this project, it is desired that the consultant project manager have detailed knowledge and experience that can be applied to an overall understanding of parks design, management and maintenance.

3) Key Personnel

Specific background information on key individuals who will be assigned to the project must be included. In addition, roles and responsibilities will be included. The background information on these individuals should emphasize their experience relative to project requirements. The proposed key personnel must be the personnel assigned to the project. Key people are defined as those people whose qualifications and experience are essential to providing quality services. The project team means the personnel assigned by the consultant and the subconsultant(s) who are responsible for the completion of the services.

The contract for this project will contain a provision that the consultant may not replace key people without prior written approval from the County of Alpena. A violation of this provision will be considered a breach of the contract, and the County of Alpena – Parks & Recreation Commission may terminate the contract.

4) Project Management

- a. The consultant's Project Manager must be readily accessible to County of Alpena personnel. Response to this RFP should include a proposal to address and clarify all aspects of project administration, quality assurance, variation and change control, contract deliverables, budget and cost control, schedule control, and internal/external coordination.
- b. The Sunken Lake Park Project Manager shall be the official County of Alpena – Parks & Recreation Commission contact person for the consultant. The consultant must either address or send a copy of all project correspondence to the Sunken Lake Park Project Manager. This includes all verbal contact records. The Sunken Lake Park Project Manager shall be made aware of all communications regarding this project.
- c. The consultant will update the Sunken Lake Park Project Manager on a monthly basis with a progress report that clearly reflects progress, timeliness and budget. The consultant will attend any project-related meetings as directed by the Sunken Lake Park Project Manager.

- d. The consultant will maintain a project record which includes a history of significant events (changes, comments, etc.) which influenced the development of the research report and receipt of information.
- e. The consultant shall notify the Sunken Lake Park Project Manager whenever discoveries or new information has the potential to require changes in the scope, limits, quantities, or costs of the project.

5) Project Schedule and Staff Allocation

Provide a detailed project plan that shows the milestones and deliverables. Include the number of hours allocated for each staff person for each task for the duration of the contract.

6) Authorized Negotiators

Include the names and telephone numbers of your organization's personnel authorized to negotiate the proposed contract with the County of Alpena – Parks & Recreation Commission. In the event that this proposal, and the subsequent negotiations, lead to a contract, you will be asked to provide a written verification that the person signing the contract is authorized to do so. If this will require a meeting of the Board of Directors or the Partners of your firm, you should begin arrangements so that the contract will not be delayed.

7) Subconsultants

All subconsultants must be identified and are subject to approval by the County of Alpena – Parks & Recreation Commission. Qualifications and background information is required as specified in the "Key Personnel" section of this RFP.

The contract for this project will contain a provision requiring prior written approval to sublet any of the services.

8) Price Proposal

Instructions and format for the price proposal are attached. The price proposal must be submitted apart from the technical proposal in a sealed envelope clearly marked, "Price Proposal" with the consultant's name identified on the front of the envelope. The price proposal will only be opened for the highest scoring technical proposal.

9) Work Plan Bullets & Timeline

Provide work plan bullets and timeline detailing each task to be completed for the scope of work. The expectation is a one-page chart depicting the scope of work bullets listed on the left side and a timeline extending to the right.

## V. PROPOSAL EVALUATION AND AWARD CRITERIA

All proposals received by the deadline shall be subject to an evaluation by the Advisory Committee for the purpose of selecting the consultant with whom a contract will be executed. Proposals must be complete and responsive to all sections of the RFP. Proposals that do not fulfill all program requirements or omit any of the proposal contents as described in the RFP may be rejected.

The County of Alpena – Parks & Recreation Commission reserves the right to award by item, part or portion of an item, group of items or total proposal, and to reject any and all proposals in whole or in part if the best interest of the County of Alpena – Parks & Recreation Commission will be served.

The proposals will be evaluated based on a two-step process. The first step will involve an evaluation of each consultant's technical proposal, using the selection criteria below. The top ranked consultants may be asked to make an oral presentation as a part of this step. The second step will involve reviewing the price proposal for the consultant with the highest technical score from the first step. If the County of Alpena – Parks & Recreation Commission determine that the price proposal of the consultant with the highest technical score is unreasonable, negotiations will commence. If an agreement cannot be reached, then the price proposal for the next highest technical score will be reviewed. This evaluation process will continue until a recommendation of award can be made in the best interest of all parties.

The criteria and the percentage of their importance in making the selection are as follows:

**A. METHOD OF APPROACH: 15 Percent.**

This refers to the technical soundness of the consultant's stated approach to the project, the comprehensiveness of the proposed approach, and the techniques to be used.

**B. UNDERSTANDING THE PURPOSE: 20 Percent.**

A determination will be made of the consultant's understanding of the project purpose and goals as presented in the RFP. Evaluation will be based on the data presented in the consultant proposal, and the approach and allocation of time on specific tasks. Consultants should feel free to suggest other requirements and problems that may have been overlooked.

**C. CAPABILITY AND QUALIFICATIONS: 30 Percent.**

We will evaluate the ability of a prospective consultant to meet the terms of the RFP relative to having a consulting team with the qualifications needed to successfully complete the project. Qualifications of professional personnel assigned to the project, as specified in the proposal, including subconsultants, will be measured by both education and experience, with particular reference to experience on projects similar to that described in the scope of work. The consultant's professional and project staff who work on the project must be the same staff identified in the proposal. Subconsultants must be approved by the County of Alpena – Parks & Recreation Commission.

**D. ORIGINALITY OR INNOVATIVENESS OF PROPOSALS: 20 Percent.**

This RFP generally outlines the work activities and products expected by the County of Alpena – Parks & Recreation Commission. A factor in the selection of a firm, in addition to terms in A through C above, is any innovative approach that goes beyond the suggested scope of work. It must be shown how this will be accomplished within the time limits.

E. **COOPERATIVE WORK EXPERIENCE:** 10 Percent.

This covers the prospective consultant's experience working as a cooperative team with other consultants and public agencies. Qualifications of professionals assigned will be measured by experience on past projects within a cooperative team environment.

F. **SCHEDULE:** 5 Percent.

We will evaluate the clarity and adequacy of the detailed project plan and the ability of the consultant to appropriately allocate staff to the identified tasks.



## PRICE PROPOSAL INSTRUCTIONS

**Please submit the Price Proposal in a separate envelope clearly marked "PRICE PROPOSAL". The consultant's name should be identified on the front of the envelope.**

The Price Proposal shall be divided into two parts, as follows:

1. Derivation of Cost - Prime consultant
2. Derivation of Cost - Sub-consultant(s)

### **DERIVATION OF COST - PRIME CONSULTANT:**

Attached is a sample layout for the prime consultant's proposed costs. These costs are broken out into direct labor, overhead, direct costs, fixed fee, and concluding with a total estimated cost.

Direct Labor - Indicate each labor classification, the estimated hours for that classification, the related hourly rate for that classification, and the dollar total for that classification. At the bottom of the Direct Labor portion of the sheet, indicate the total hours and dollars for direct labor.

Overhead - Indicate the overhead rate being applied against direct labor. At the right, indicate the total overhead in dollars that results from the multiplication of the rate times the direct labor cost shown on this page.

Direct Expenses - List the direct expenses with a brief description of the expense and the actual cost of the purchase of that item. Indicate the total of these direct expenses at the bottom right of this portion of the sheet.

Fixed Fee - Indicate the fixed fee percentage for this project. This fee is to be applied against direct labor and overhead only, not against direct expenses. At the right, indicate the total of this calculation.

Subtotal Prime consultant - At the bottom of the page, indicate the sum of the direct labor, overhead, direct expenses and fixed fee as calculated on this page for the Prime consultant.

Consultant Total(s) - List the total estimated costs for each subconsultant, if any. Each subconsultant must also have a separate page itemizing these costs.

Total Estimated Cost - Indicate the sum of the total estimated costs for the prime consultant and all subconsultants.

### **DERIVATION OF COST - SUB-CONSULTANT(S):**

Use the attached sample layout for the subconsultant(s) proposed costs. A separate sheet for derivation of costs must be submitted for each subconsultant in the same manner as described above for the prime consultant.

### **FEDERAL IDENTIFICATION NUMBER:**

Provide the Federal I.D. Number of the Prime consultant and the Subconsultant(s).

**DERIVATION OF COST PROPOSAL**

**PRIME CONSULTANT NAME**

Federal ID #00-000000

**ESTIMATED DIRECT LABOR**

<u>Classification</u>	<u>Estimated Person-hours</u> x	<u>Hourly Rate</u>	=	<u>Labor Costs</u>
ABC Position	0,000	\$00.00		\$00,000.00
DEF Position	0,000	\$00.00		\$00,000.00
Total Estimated Hours <u>00,000</u>				Total Estimated Labor <u>\$000,000.00</u>

**ESTIMATED OVERHEAD**

\$000,000.00 x 000.0% = Total Overhead \$000,000.00

(Total Estimated Labor)

**ESTIMATED DIRECT EXPENSES**

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expenses #1	\$ 00,000
Expenses #2	\$ 0,000
Expenses #3	\$ 000
Total Direct Expenses	<u>\$ 00,000</u>

**FIXED FEE**

\$0,000,000.00 x 00% = Total Fixed Fee \$ 000,000  
(Total Estimated Labor + Overhead)

**SUBTOTAL - PRIME CONSULTANT** \$ 00,000.000

(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fees)

Total ABC Subconsultant \$ 000,000

Total DEF Subconsultant \$ 000,000

**TOTAL ESTIMATED COSTS** \$00,000,000.00

(Sum Totals: Prime & Subs)

**DERIVATION OF COST PROPOSAL**

**SUB-CONSULTANT NAME**

(Submit a separate page for each Subconsultant)

Federal ID #00-000000

**ESTIMATED DIRECT LABOR**

<u>Classification</u>	<u>Estimated Person-hours</u> x	<u>Hourly Rate</u>	=	<u>Labor Costs</u>
ABC Position	0,000	\$00.00		\$00,000.00
DEF Position	0,000	\$00.00		\$00,000.00
Total Estimated Hours <u>00,000</u>				Total Estimated Labor <u>\$000,000.00</u>

**ESTIMATED OVERHEAD**

\$000,000.00 x 000.0% = Total Overhead \$000,000.00  
(Total Estimated Labor)

**ESTIMATED DIRECT EXPENSES**

(Listed by Item at Estimated Actual Cost to you - NO MARKUP)

Expense #1  
Expense #2  
Expense #3

**FIXED FEE**

\$0,000,000.00 x 00% = Total Fixed Fee \$000,000  
(Total Estimated Labor + Overhead)

**TOTAL ESTIMATED COSTS** \$00,000,000

(Sum Totals: Labor, Overhead, Direct Expenses, Fixed Fee)

#4

Alpena County Parks & Recreation

# Petty Cash Policy

Effective January 01, 2024

DRAFT

## Contents

1. Purpose and Use .....	2
a. Prohibitions .....	2
2. Initiating a Petty Cash Fund .....	3
3. Petty Cash Custodian .....	3
a. Appointment .....	3
b. Responsibilities .....	3
4. Reimbursement Process .....	4
5. Changing the Fund Amount .....	4
6. Closing a Petty Cash Account .....	4
7. Audit .....	5
8. Contact .....	5

DRAFT

The Alpena County Parks & Recreation Commission permits parks to maintain a petty cash fund, as described by this policy.

The Park Managers are responsible for adequate security and control of their petty cash funds. The fund should be secured at all times in a locked place. Because no insurance is available to cover losses from the fund, theft and any other losses of petty cash are the responsibility of the department.

### **1. Purpose and Use**

Petty cash can be used to reimburse individuals for out-of-pocket expenditures less than \$75.00, unless prior Department Head approval is obtained. Petty cash can sometimes be used in place of the Commission/County's purchasing process where appropriate, for example, as reimbursement for small, incidental park expenses when it is infeasible or impractical to use normal purchasing means. Petty cash should be used in this manner only when absolutely necessary. A petty cash fund can also be used as a "change fund" in the park for handling sales, etc., where expenses are not incurred.

#### **a. Prohibitions**

Petty cash should not be used for the following:

- Travel expense reimbursements. Continue to use the travel expense report.
- Travel advances. All travel activities need to be reported through the travel reimbursement process.
- Payment for items that are to be purchased through the purchasing system.
- Payments to vendors for invoices submitted directly to the park where a check request, purchase requisition/order was issued. Continue to send these invoices to Accounts Payable for processing and payment.
- Payments to independent contractors, consultants, awards, etc., to non-County employees. These should be processed through Accounts Payable for processing and payment.
- Payments to employees for services, awards, bonuses, etc. These should be processed through the Payroll process.
- Payments of a taxable or non-taxable benefit to an individual. These should be processed through the Payroll process.
- Personal borrowing (IOUs).

## **2. Initiating a Petty Cash Fund**

The Park Manager should send a memo or e-mail to the Commissioner's Office and the Alpena County Treasurer. The memo must detail the purpose and use of the fund, identify the custodian and their supervisor, and request an amount for which the fund will be established. As a general rule, the total fund balance is set at the discretion of the Commission and is currently set at \$300 (three-hundred dollars). In all cases, the Commission will review each request for appropriateness based on documentation provided at the time of the request.

## **3. Petty Cash Custodian**

### **a. Appointment**

The petty cash fund should be secured at all times. The Commission is responsible to appoint a custodian, who is a member of the staff, to monitor its use and replenishment.

Appointment and approval should be made by the Chair and/or County Administrator; a custodian cannot appoint or approve himself/herself. In addition, there should be limited access to the fund.

The County Administrator, Chair & County Treasurer must be notified if there needs to be a change in the petty cash custodian. In order to ensure accountability to the new custodian, a County or Commission employee will audit and document the fund at the time of the change.

### **b. Responsibilities**

It will be the responsibility of the custodian to ensure that this fund is used to cover only those expense reimbursements for which it is not possible, or is infeasible, to use normal purchasing methods such as a check request, or purchase requisition/order. In addition, the custodian will ensure that fund use is consistent with the manner described in the documentation that initially established the fund. The petty cash custodian is also responsible to enforce County/Commission policy regarding sales tax, which is not reimbursable.

The custodian is responsible to perform a full reconciliation of the fund quarterly, which he/she will provide to the Commissioner's Office & County Treasurer. The custodian also handles fund replenishment (see the section on Reimbursement Process).

The custodian is responsible for reporting all instances of loss of funds, including filing a report with County Sheriff, as soon as the loss is discovered.

#### **4. Reimbursement Process**

When the fund is reduced to a balance that can support approximately two weeks of activity, the custodian should perform reconciliation and send it, along with a check request with appropriate documentation (see below) to replenish the fund, to the Treasurer's Office. Before being submitted, this reimbursement request must be approved by the immediate supervisor of the fund custodian [County Administrator as Department Head].

Properly document each transaction in the following manner:

- Submit a detailed journal of all transactions, identifying all pertinent information (who, purpose, transaction detail and date of expense). Identify each cost and the account number to be charged.
- Attach original receipts, referencing each receipt's corresponding transaction on the detailed journal.

Once the reimbursement request is approved, cash will be returned to the requesting park for fund replenishment. If certain currency and / or coin denominations are desired, the park should so indicate on the reimbursement request.

#### **5. Changing the Fund Amount**

Should a situation arise where it is determined that the size of the petty cash fund should be increased or decreased, a memo should be forwarded to the Commission Chair, requesting this change. An increase to a petty cash fund is subject to the approval of County Administrator, similar to when the fund is initially established.

#### **6. Closing a Petty Cash Account**

The petty cash fund should be closed when the purpose for which the fund was established has been completed, as determined by either the County Administrator or the petty cash custodian. In addition, the County Treasurer reserves the right to conduct periodic usage reviews and, based on the results, can request closure or reduction of the fund. When closing the fund, the custodian should submit all remaining funds to the County Treasurer. Along with the final reconciliation of expenses, this will relieve the balance in the petty cash fund as established for this use. The final reconciliation of funds and expenses must be provided to the Commission Chair, County Administrator and County Treasurer at the time the funds are received.



## **7. Audit**

Each reimbursement request will be subject to audit by the County Treasurer. In addition, the County Treasurer and/or External Auditors may perform periodic unannounced audits of the fund to ensure proper control is maintained.

The park is required to provide the Treasurer, copy to the Commissioner's Office, with a full reconciliation of the fund on, at minimum, a quarterly basis. This can be done as part of the request for reimbursement process (see above) but must be done at least quarterly.

## **8. Contact**

Any questions concerning the petty cash fund or this policy can be directed to the County Administrator/Commissioner's Office.

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