MACON-BIBB COUNTY URBAN DEVELOPMENT AUTHORITY

Request for Proposals (RFP)

FOR

Bibb Mill Auditorium Restoration

906-07

906-10

906-48

906-92

MACON-BIBB COUNTY

URBAN DEVELOPMENT AUTHORITY

ISSUE DATE: January 11, 2016

DUE DATE: February 5, 2016

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us)

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# GENERAL

## Invitation

Notice is hereby given that the Macon-Bibb County Urban Development Authority will receive responses to the Request for Professional Services (original plus 3 copies) in the ECDD offices, 200 Cherry Street, 3rd Floor, Macon, Georgia 31201, until 12:00 o’clock NOON at the time legally prevailing in Macon, Georgia on February 5, 2016, for Architectural Services for Bibb Mill Auditorium Renovations for Macon- Bibb County UDA.

A mandatory pre-bid walkthrough is scheduled for **Tuesday, January 19 at 10am** at 239 Clinton Street, Macon, GA 31211.

### **NO LATE RESPONSES WILL BE CONSIDERED**

## Definitions

### Wherever the terms “Authority”, “Issuer”, or “UDA” occur in this document, it shall mean Macon-Bibb County Urban Development Authority, a public body corporate and politic organized and existing under the laws of the State of Georgia.

### C. Solicitation Documents

### Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing), the UDA website [www.MaconBibbuda.com](http://www.MaconBibbuda.com).

### D. Insurance Requirements.

### Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County and Macon Bibb UDA shall be named as additional insured on the policy.

Workers’ Compensation: Statutory

Errors and Omission: $1,000,000

General Liability: $1,000,000

Any questions about this solicitation should be sent to Alex Morrison, executive director, at [Amorrison@maconbibb.us](mailto:Amorrison@maconbibb.us) or by phone at 478-955-1595. Answers to all questions will be sent to all interested parties and attendees of the pre-bid walkthrough and available to a supplement that will be linked to the UDA website.

## Submittals

### Responses must be sealed and identified on the outside of the package as and delivered to

“Restoration of the Bibb Mill Auditorium”

Macon-Bibb County UDA

200 Cherry Street

3rd Floor

Macon, Georgia 31201  
Telephone: (478) 955-1595

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. UDA reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County UDA.

## Responsiveness

### In order to be considered “*responsive”* the submission must include completed copies of the following documents:

#### Price Proposal Form

#### Proposer Qualification Form

* + - * List of Sub-Consultants
      * Minority Participation Goal
      * Financial & Legal Stability Statement
      * Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

## Responsibility

In order to be considered “*responsible”* the submitting firm must meet the following minimum qualifications:

* Three (3) years of experience providing the services included herein
* Licensed to do business in the State of Georgia
* Financially and Legally responsible to perform the services included herein

## Reservations

### Macon-Bibb County UDA will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

### Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

### Macon-Bibb County UDA makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner’s best interest.

### Macon-Bibb County UDA will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFP.

### Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. None responsive submissions will not be reviewed for potential award.

# BACKGROUND

The UDA is working with Macon Arts Alliance to restore the Bibb Mill Auditorium at 239 Clinton St, Macon, GA 31211 and to build out as an arts center to serve as the anchor for an adjacent housing project.

# SCOPE OF SERVICES

To provide construction drawings to be issued for bid by a construction manager for total building rehabilitation.

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# SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of 10 pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Firm’s History / Background

* + Letter of Interest
  + History of the Firm (including years in business)
  + Contact information (including address(es), telephone/Fax numbers, email, etc.
  + Structure of the firm (include principal(s), project team, if applicable)

Experience

* + Resume(s) of key personnel
  + Reference list
  + List of projects with similar scope and size
    - Detailed plan for accomplishing the task

Project Timeline

* + - Provide a project schedule outlining each identified deliverable

Price Proposal

* + - Provide prices on the forms included

# AWARD BASIS

Award will be recommended to the respondent with the highest qualifications as determined by the committee.