

MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Forest Hill Road Widening – Forsyth Road to Wimbish Road

16-028-CW

913-27

906-46

913-50

925-49

913-95



MACON-BIBB COUNTY

ISSUE DATE: November 16, 2015

DUE DATE: Thursday, December 10, 2015

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

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 2 copies**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **December 10, 2015**, for Forest Hill Road for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, December 10, 2015, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located in Suite 308 of the Government Center at 700 Poplar Street, Macon Georgia 31201.

B. Definitions

Wherever the term “Owner”, “County”, or “Macon-Bibb County” occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

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 and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

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 shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

E. Submittals

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

“16-028-CW – Forest Hill Road”
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Macon- Bibb 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 RPS shall become the property of Macon-Bibb County.

F. Project Description

Solicitation of Architect-Engineering Services for the widening of Forest Hill Rd from Forsyth Rd to Wimbish Rd in Macon-Bibb County Georgia.

The first phase of the project will be the development of a concept report to define the recommended scope of the project. Macon-Bibb County may negotiate with the selected firm for the subsequent design of the project, including preparation of all required environmental documents, development of drawings and specifications, development of right-of-way plans, acquisition of right-of-way, development of utility relocation plans and associated research, and inspection of the construction, at its option. The scope of the project is developed in more detail in the attached statement of work and draft engineering contract.

Title: Widen Forest Hill Road in Macon Georgia from Forsyth Road to Wimbish Road

Estimated Cost:	Right of Way:	\$4,200,000
	Utility:	\$600,000
	Construction	\$5,760,000
	Design Start:	January 2016
	Design Completion:	August 2016

The general scope of the project is to convert a two lane road into a three-lane road with additional turn lanes or roundabouts at the intersections as required. The coordination of traffic signals at Forsyth Rd and Ridge Avenue, if applicable, will be required. For further information on the project requirements please contact David Fortson, dfortson@maconbibb.us.

G. Qualifications

Prime Consultants are defined as the team submitting the Statement of Qualifications and the firm with whom Macon-Bibb County will contract. The Team is defined as the Prime Consultant and their sub-consultants who are considered team members. The Prime Consultant must be prequalified in the GDOT area classes identified below in Section 4.a. (1). The Prime Consultant or sub-consultant team members must be prequalified in the area classes identified below in section 4.a. (2). Respondents must submit a standard summary form used by GDOT which details the required area classes for the Prime Consultant and all sub-consultants or joint-venture of consultants on the Team. The area classes listed on the summary form must meet all required area classes or the team may be disqualified. The Prequalification Expiration Date must be current by the deadline stated for this solicitation.

- (1) The Prime Consultant must be prequalified by GDOT in the area classes listed below:

Number	Area Class
3.02	Urban Roadway Design

- (2) The Team (either the Prime Consultant and/or one or more of their sub-consultant team members) must be prequalified by GDOT in the area classes listed below.

Number	Area Class
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- 1.06(a) NEPA Documentation
- 1.06(b) History
- 1.06(c) Air Studies
- 1.06(d) Noise Studies
 - 1.06(e) Ecology
 - 1.06(f) Archaeology
 - 1.06(g) Freshwater Aquatic Surveys
- 1.10 Traffic Studies
- 3.06 Traffic Operations Studies
- 3.08 Landscape Architecture
- 3.10 Utility Coordination
- 3.12 Hydraulic and Hydrological Studies (Roadway)
- 3.13 Bicycle and Pedestrian Facility Design
- 3.15 Highway Lighting and Outdoor Lighting
- 5.01 Land Surveying
- 5.02 Engineering Surveying
- 5.08 Overhead/subsurface Utility Engineering
- 6.01(a) Soil Survey Studies
- 6.01(b) Geological and Geophysical Studies

H. 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

I. Reservations

Macon-Bibb County 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 RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS 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 RPS or contract when deemed to be in the Owner’s best interest.

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

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.

Macon-Bibb County reserves the right to negotiate with the selected firm in the future for Engineering Designs, Drawings, and Related services; Right of Way acquisitions, and utility relocations.

J. Submittal Format

Submissions must be limited to a total of forty (40) pages and must be organized in a manner to display the required information in a well-organized manner.

K. SCORING (total possible number of points = 100)

Technical Approach (Project understanding	16
Innovative concepts or alternatives, quality control procedures)	
Work Experience	15
Specialized Expertise	15
Professional Licensure	2
Staff Capabilities	15
Workload Capacity	12
Past Performance	15
Local Presence	4
Qualified and Certified DBE including	6
Sub-consultants	

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines.

L. Award Basis

The local government may select the firm based on the documents submitted or it may elect to conduct telephone interviews or request the firms to make personal presentations to local officials. If interviews or presentations are required, a minimum of three firms will be asked to do this. Negotiations on the consulting fee will be conducted with the firm selected.

The contract awarded will be a project specific type. Price proposals will not be required until after the most qualified firm has been selected and only from that firm.

Submittals will be required 21 days following the publication date of this solicitation.

All consultants must comply with Federal EEO requirements. The consultants will also be held to ADA and Civil Rights language for the employing local government.

Negotiations will be conducted with the respondent with the highest number of points. If negotiations are not successful with the top firm, negotiations may be conducted with the firm with the second highest number of points, and on down the line until a successful contract has been awarded.